

Federal Intragovernmental Transactions Accounting Policies Guide

FINAL GUIDE - October 23, 2002

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FINANCIAL MANAGEMENT SERVICE

Federal Intragovernmental Transactions

Accounting Policies Guide

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Analysis of Changes

The following table summarizes the changes updated in the Federal Intragovernmental Transactions Accounting Policies Guide, dated September 28, 2001.

<i>Section Reference</i>	<i>Page</i>	<i>Change</i>
Throughout the Guide		<p>All references to fiduciary confirmation forms were changed to "IFCS."</p> <p>Eliminated reference to OPAC (changed to IPAC).</p> <p>Eliminated all of the Line numbers (i.e., financial statement crosswalk references) from all financial statement crosswalk tables. These references have not yet been finalized.</p>
Resources (and throughout)	7	Updated reference from OMB Form and Content Bulletin 97-01 to Bulletin No. 01-09.
Introduction (and throughout)	8	Updated U.S. Standard General Ledger reference to the current version (FY 2002).
Limitations	10	Added section.
Agencies' Responsibilities	11	Added new bullet on responsibilities in relation to CFO representations.
Effective Dates	12	Updated for FY 2002.
Reporting Requirements	12	Changed emphasis on quarterly reconciliations and confirmations from "strongly recommended" to "required."
Intragovernmental Business Rules	14	Added section. Summarized general requirements relating to intragovernmental activity.
Partner Code F.99	16	Added SGL Account 2970F as applicable to custodial activity.
Reconciliation	18 and 19	Changed due dates for final reconciliations and confirmations.
Reconciliation	12 and 85	Changed "Agencies are encouraged to use IFCS..." to "Agencies are required to use IFCS..."
Reconciliation (Borrowings from Treasury)	21	Clarified that the borrowing agencies compute their interest due and that BPD verifies any discrepancies.
Reconciliation (FECA Transactions with DOL)	22	Added at the end of the paragraph (in italics) that begins: "For the above accounts it is critical that only those balances associated with the Federal Employees' Compensation Act are reported. <i>You should exclude amounts relating to</i>

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<i>Section Reference</i>	<i>Page</i>	<i>Change</i>
		<i>unemployment compensation.”</i>
Examples of Accounting for and Reporting Transactions (Investments with BPD)	27	Added new 16xx accounts relating to Zero-coupon bonds.
Examples of Accounting for and Reporting Transactions (BPD and FFB)	28	Eliminated the reciprocal accounts for losses and gains (BPD only)
Narrative for DOL reconciliation process and examples of Accounting for and Reporting Transactions (Transactions with DOL relating to FECA)	46	Added new paragraph for completeness of reconciliation.
	48	Added opening trial balances relating to the comprehensive example presented. Also added the following items:
	49	-entries to reclass accrued FECA liabilities and expenses (from unfunded to funded) to example;
	49	-entry to record DOL payment of FECA claims on behalf of DOJ; and
	50	-pre-closing trial balances for DOL and DOJ.
Examples of Accounting for and Reporting Transactions (Transactions with OPM relating to Employee Benefit Programs)	52	Changed to September 15 the date by which OPM is to provide imputed cost factors (Note: imputed cost information is not part of the intragovernmental eliminations process; it is presented to add perspective to the overall OPM-related accounting process).
	54	In the comprehensive example provided, changed the relevant pay period dates to reflect the current year. Also revised other related data in the example.
Narrative and examples relating to Buy/Sell transactions	57, 63	Paragraphs added to explain new intragovernmental SGL accounts 8801 and 8802 to capture asset purchases, effective for FY 2003
	58, 59, 64-66	Examples of purchases and disposition of assets amended to include new SGL accounts 8801 and 8802.
Initial confirmation form for comprehensive example reconciliation	75	Changed format of confirmation form to include reciprocal categories and to group the SGL pairings by Category number.
Final confirmation form for comprehensive example reconciliation	77	Changed format of confirmation form to include reciprocal categories and to group the SGL pairings by Category number. Summary form and confirmation worksheet included.
Appendix A- Federal Intragovernmental Transactions Categories of Reciprocal U.S. Government Standard General Ledger Proprietary Accounts	78	Appendix added and categories expanded.
Appendix B –	85	Revised to reflect changes in IFCS process and

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<i>Section Reference</i>	<i>Page</i>	<i>Change</i>
Intragovernmental Fiduciary Confirmation System		administration.
Appendix F - Intragovernmental Eliminations Taskforce Member Contact List	92	Updated
Appendix G - Operational Contacts for Intragovernmental Transactions	95	New

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Acronyms:

ALC - Agency Location Code
BPD –Bureau of the Public Debt
DOL – Department of Labor
FACTS I – Federal Agencies’ Centralized Trial-Balance System
FFB – Federal Financing Bank
FMS - Department of the Treasury, Financial Management Service
GOALS - Government On-Line Accounting Link System
IFCS - Intragovernmental Fiduciary Confirmation System
IPAC - Intragovernmental Payment and Collection System
OMB - Office of Management and Budget
OPM – Office of Personnel Management
OPAC - On-Line Payment and Collection System
PCIE – President’s Council on Integrity and Efficiency
SFFAS – Statement of Federal Financial Accounting Standards
TFM – Treasury Financial Manual
USSGL – United States Standard General Ledger

Resources:

FMS Website: <http://www.fms.treas.gov/>

OMB Bulletin 01-09 Web Site: <http://www.whitehouse.gov/omb/bulletins/index.html>

I TFM 2-4000, FACTS I Website:
<http://www.fms.treas.gov/cfs/dev/index.html>

FMS USSGL Documents and FACTS I Reporting Requirements and Accounting
Scenarios for 2001 Website: <http://www.fms.treas.gov/ussgl/>

Federal Accounting Standards Advisory Board (FASAB) Website: <http://www.fasab.gov>

IFCS Websites: <http://TBD>, for agencies confirmation users to access the system;
<http://TBD>, to obtain form to use IFCS; and <http://TBD>, for department contact
administrators to set-up their department’s users.

GAO/PCIE Financial Audit Manual, Publication No. GAO-01-765G
<http://www.gao.gov>

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Introduction

Purpose and scope

This guide provides government wide policies for federal agencies (referred to as agencies) to account for and reconcile transactions occurring within and between each other (referred to collectively as intragovernmental transactions). The policies in this guide do not apply to transactions occurring between federal agencies and non-federal entities, states, localities or other entities.

This guide is designed to provide federal agencies with the government wide accounting policies relative to intragovernmental transactions, tools to facilitate the reconciliation process and examples of: accounting and reporting various types of transactions, year-end cut-off procedures and reconciliation procedures.

The policies and examples in this guide provide a foundation and framework for accounting for intragovernmental transactions, reconciling and determining the accuracy of balances and a basis for the elimination of intragovernmental balances both at the agency and government wide levels.

Implementation of policies in this guide will enhance the process of recording intragovernmental transactions and facilitate the reconciliation and reporting of these activities and balances for all agencies. These policies will also enhance internal controls at the agency level and improve the quality of agency reporting. The accounting policies and procedures are based on the accounts available in the fiscal year 2002 USSGL. The current version of the 2002 USSGL is available at:
<http://www.fms.treas.gov/ussgl/02effective/index.html>.

This guide includes policies for the following intragovernmental transactions:

Transaction	Examples of transactions
Services provided	Legal, consulting, investigative, financial management, grants management, technology and other similar services.
Goods or products sold	Supplies, manufactured items, inventory, office space, equipment/vehicle rentals.
Transfers, appropriations used and collections for others and unusual assets and liabilities related to appropriations	Transfers between agencies based on agreements or legislative authority, expended appropriations, taxes and fees collected and collections for others and receivables from appropriations, transfers payable and custodial revenue.
Reimbursements	Administrative costs.
Investments with Treasury BPD	Investments, interest accruals, interest income and expense and amortization of premiums and discounts.
Borrowings from Treasury (BPD and FFB)	Borrowings, interest income and expense.
Transactions with the DOL relating to the Federal Employees' Compensation Act	Routine payments and accruals for actuarial liabilities.

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Transaction	Examples of transactions
Transactions with the OPM relating to the Federal Employees' Retirement System, the Civil Service Employees' Retirement System, Federal Employees' Life Insurance Program and Health Benefits Programs.	Routine payments, imputed financing and accruals.

This guide does not include detailed examples of the budgetary accounting and some of the proprietary accounting related to these intragovernmental transactions. Policy guidance for budgetary accounting transactions can be found at the FMS website (<http://www.fms.treas.gov/ussgl>).

This guide replaces and supersedes the previously issued guides (Federal Intragovernmental Transactions Accounting Policies Guide - Issued on September 28, 2001.)

Definitions

The following definitions are used in this guide.

Federal agency: All departments and agencies constituting the federal government.

Intragovernmental transactions: Transactions occurring within or between federal agencies.

Providing agency: The federal agency providing services, products, goods, transfer funds, investments, debt and/or incurring the reimbursable costs. This includes bureaus, departments and/or programs within agencies. The providing agency, for purposes of this document, is always the seller. The providing agency is also always the agency transferring out funds to another agency (transfers-out) when appropriations are transferred without the exchange of goods or services.

Receiving agency: The federal agency receiving services, products, goods, transfer funds, purchasing investments and/or borrowing from Treasury (or other agency). This includes bureaus, departments and/or programs within agencies. The receiving agency, for purposes of this document, is always the purchaser. The receiving agency is also always the agency receiving transfers of funds (transfers-in) when appropriations are transferred without the exchange of goods or services

Trading partners: The agencies, bureaus, programs or other entities (within or between agencies/departments) participating in transactions with each other.

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Trading partner code: The attribute defined within the accounting for a transaction used to identify the trading partner agency. The trading partner code is illustrated next to the USSGL accounts (in the transactions) for purposes of this guide. (See Appendix B for a list of trading partner codes).

Reciprocal accounts: Corresponding USSGL accounts that should be used by a providing and receiving agency to record like intragovernmental transactions. For example, the providing agency's accounts receivable would normally be reconciled to the reciprocal account, accounts payable, on the receiving agency's records. Examples of these accounts are in a subsequent section.

Exchange revenues: Exchange revenues arise when a federal entity provides goods and services to the public or to another federal entity for a price.

Nonexchange revenues: Nonexchange revenues arise primarily from exercise of the government's power to demand payments from the public (taxes, duties, fines, and penalties) and include donations.

Limitations

- There are inconsistencies between the OMB Business Rules for Intragovernmental Exchange Transactions and the "Guide". The "Guide" will be aligned to the Business Rules on the next update. Agencies should first recognize the requirements established in OMB's Business Rules within the authoritative hierarchy.
- The trading partner code 99 is to be used for recording transactions with the Treasury General Fund, rather than the Treasury administrative entity. Currently there are no reciprocal transactions reported by a separate entity. Transactions using this partner code will not be assigned a reciprocal category until these reciprocal categories are further refined.
- The terms intragovernmental "transactions," "activity," and "balances" are used interchangeably throughout the "Guide".
- The 28 reciprocal categories (detailed in Appendix A) for fiscal year 2002 are not all-inclusive for intragovernmental activity; however, agencies are still responsible for reconciling with their trading partners. In addition, Category 25, Imputed Financing Sources, is included, although this category is primarily within agencies, i.e. intra-agency. Reciprocal categories will be further refined in future updates to the "Guide". Changes may encompass the use of new SGL accounts. The following intragovernmental SGL Accounts do not currently have defined reciprocal relationships:

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<u>SGL Accounts that are Not Part of Reciprocal Relationships</u>			
<u>SGL Account</u>	<u>SGL Account Title</u>	<u>SGL Account</u>	<u>SGL Account Title</u>
1010	Fund Balance with Treasury	5700	Appropriations Used
1920F	Unrequisitioned Authorized Appropriations	5799	Adjustment of Appropriations Used
1921F	Receivable for Appropriations	5800F	Tax Revenue
2210F	Accrued Funded Payroll and Leave	5801F	Tax Revenue Accrual Adjustment
2220F	Unfunded Leave	5809F	Contra-rev. for Tax Revenue
2920F	Contingent Liabilities	5890F	Tax Revenue Refunds
2970F	Resources Payable to Treasury	5990F	Collections for Others
2980F	Custodial Liability	5991F	Accrued Collectionsfor Other
3100	Unexpended Appropriations	6190F	Contra Bad Debt Expense - Incurred for Others
3105	Appropriated Capital Funding Canceled Payables	6199F	Adjustment to Subsidy Expense
3310	Cumulative Results	7400F	Prior Period Adjustment
3320	FACTS Rounding	6720F	Bad Debt Expense

Agencies' Responsibilities

Each agency is responsible for:

- Establishing and maintaining an internal control structure for its intragovernmental transactions (initiating, executing, recording, reconciling and reporting procedures).
- Documenting and supporting the information recorded in its accounting records related to intragovernmental transactions.
- Reconciling the intragovernmental data in its accounting records to the supporting documentation and corresponding records in other agencies' accounts.
- Ensuring that the reconciliation and confirmed balances for intragovernmental transactions agree to agency audited financial statements and FACTS I reporting.
- Representing that all intragovernmental balances have been reconciled and that the agency's audited financial statements conform to OMB Bulletin 01-09 for intragovernmental requirements. The requirements for the "CFO Representations," are contained in I TFM 2-4000, available on FMS' FACTS I Website:
<http://www.fms.treas.gov/cfs/dev/index.html>.

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Agencies are encouraged to establish relationships with their trading partners and define detailed accounts, and any other transaction information requirements and reporting needs for both agencies to use to facilitate the recording and reconciling of this activity and the related account balances.

Materiality

Each agency has a responsibility to establish policies and procedures for recording transactions accurately and timely in the proper USSGL accounts. This guide does not provide these materiality thresholds. Each agency should determine materiality based on facts and circumstances specific to the agency. However, agencies should coordinate with their trading partners to ensure that any limits established are workable for both parties.

Effective dates

The policies and procedures in this guide are effective for fiscal year 2002 and thereafter and apply to all intragovernmental transactions related to asset, liability, cost and revenue accounts.

Reporting requirements

Agencies are required to comply with *OMB Bulletin 01-09, Form and Content of Agency Financial Statements*, as amended, for reconciliation of intragovernmental transactions which is issued separately from this guide. Quarterly accruals, reconciliations and confirmations are required beginning in Fiscal Year 2003.

Reporting entities should have begun reconciling intragovernmental asset, liability and revenue amounts with their trading partner semi-annually, beginning with the six-month period ending March 31, 2002. Reporting entities shall reconcile intragovernmental asset, liability and revenue amounts with their trading partner quarterly, beginning with the three-month period ending December 31, 2002.

Refer to the I TFM 2 – Chapter 4000, Section 4030.80, for details on the Federal Intragovernmental Transactions Process. CFO procedures, representations, and IG agreed-upon procedures for Federal intragovernmental activity and balances are included in this chapter of the TFM.

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Policies

Accounting

Intragovernmental transactions should be accounted for consistently, in accordance with generally accepted accounting principles (GAAP) by both the providing and receiving agencies. Agencies should maintain transaction logs or detailed records of transactions as a part of their accounting systems to provide a means for identifying the postings to USSGL accounts and to facilitate the reconciliation process. The transaction logs (or detail) should include enough information to enable easy identification and location of the supporting documentation.

USSGL account attributes

The federal (F) and non-federal (N) attributes used in conjunction with an USSGL account in FACTS I submissions provides information that enables FMS to prepare elimination entries for the government wide financial report. The use of attributes should also enable the preparation of elimination entries for department wide financial statements. The attribute is used to identify the nature of the account balances and to identify intragovernmental transactions. When the federal attribute F is used with an USSGL account, a trading partner should also be designated for each transaction posted to the account. When the non-federal N attribute (or no attribute) is used with an USSGL account, the trading partner should be identified with the transactions (in financial management systems) if the transaction is intragovernmental.

Asset accounts

Asset accounts related to inventory, property, and equipment are submitted in FACTS I with a non-federal N attribute. The non-federal N attribute is being used as a mechanism to communicate that these particular asset accounts of individual agencies are also assets of the federal government as a whole, regardless of whether the assets were purchased from the public or another federal agency. These assets are not eliminated in the consolidation process.

Related USSGL memorandum accounts have been established, effective for FY 2003. USSGL accounts 8801 and 8802 will be used to record capitalized purchases, and trading partner identification is associated with these accounts, to be used in the elimination process. These USSGL accounts are mandatory for FACTS I in FY 2003

Fund Balance with Treasury

Fund Balance with Treasury (1010) is submitted in FACTS I with no attribute (because all balances in these accounts are assumed to be federal [F]). Trading partner codes do not need to be identified for transactions posted to Fund Balance with Treasury (1010).

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Trading partner codes

Agencies are required to use the two-digit department code of the trading partner when reporting USSGL account balances that relate to transactions with another federal agency (attribute F). (See Appendix D for a list of trading partner codes). For example, *1610F (20) Investments in U.S. Treasury Securities Issued by Public Debt* indicates that this federal entity is posting a transaction occurring with 20 (BPD). BPD records *2530F (XX) Securities Issued by Federal Agencies under General and Special Financing Authority, Net*, indicating a transaction with federal entity XX.

Agencies should comply with the transaction posting models consistent with USSGL guidance and policies when recording and classifying transactions. Agencies should identify trading partners for all intragovernmental transactions. Agencies should accumulate the detail and summary information for each activity by trading partner from their accounting records. Agencies can employ a number of methods to identify trading partners including:

- Incorporating the trading partner code as part of the account coding classification.
- Incorporating the trading partner code in the customer/vendor identification code in accounts receivable/accounts payable systems.
- Incorporating the trading partner code into data captured when transactions are entered into accounting systems.

Intragovernmental Business Rules

OMB has released guidance in the form of "Business Rules" for intragovernmental transactions to agency heads on October 4, 2002. These rules deal with fiduciary transactions as well as non-fiduciary; and are intended to address major elements of the intragovernmental material weaknesses, as classified by GAO, the government-wide Financial Report (FR) auditors. The following are some of the highlights of the business rules. Refer to OMB guidance (FY 2003 Memoranda - M-03-01) for detailed information (www.whitehouse.gov/omb/memoranda).

Fiduciary Transactions

General Guidance

- Effective immediately, the system of record for reconciling and confirming fiduciary balances between trading partner and central fiduciary agencies will be the Intragovernmental Fiduciary Confirmation System (IFCS).

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- Effective October 1, 2002, federal agencies are required to confirm (enter and provide explanation for differences) intragovernmental balances with central fiduciary agencies in the Intragovernmental Fiduciary Confirmation System (IFCS) within 15 days after the end of each reporting period for all five fiduciary categories. Note: FMS will issue specific guidance for 4th quarter activity.

BPD Investments

- Effective October 1, 2002, for intragovernmental investments with the Bureau of the Public Debt (BPD), BPD and trading partner agencies will use the effective interest method for amortization on market-based notes, bonds, and zero-coupon bond securities. BPD and the trading partner agencies will continue to use the straight-line method for market-based bills. There are three provisions that apply to investments with BPD that are related to amortization, zero coupon bonds, and inventory relief methods.

BPD and FFB Borrowings

- Effective October 1, 2002, for borrowings and investments with the BPD and borrowings from the Federal Financing Bank (FFB), agencies will report amounts consistent with those reported by these central fiduciary agencies, except as noted above.

OPM Employment Benefits

- The Office of Personnel Management (OPM) provides "cost factors" for the Federal civilian benefit programs. The Fiscal Year 2002 cost factors and related guidance were provided to agencies by OPM in Benefit Administration Letter 02-315, dated September 11, 2002; it can be found at <http://www.opm.gov/asd/htm/bal02.htm>. Agencies will use these cost factors to calculate their imputed costs relating to the Civil Service Retirement System (CSRS), Federal Employees Retirement System (FERS), Federal Employees Health Benefit (FEHB) and the Federal Employees Group Life Insurance (FEGLI) programs. The "pension" and life insurance cost factors are provided as percentages of basic pay, whereas the health benefits cost factor is stated as a dollar amount per FEHB enrollee. The cost factors are provided by September 15th of each fiscal year reporting period.

OPM Employment Benefits are classified into three distinct components, as follows, with each impacting financial reporting differently:

1. Employer contributions – This is intragovernmental activity and must be classified to SGL 6400 and reported in FACTS I with "F.24" attribute; the IFCS confirmations are based on this activity.

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2. Employee contributions – This is non-federal activity and must be reported in FACTS I with "N" attribute. This activity is normally included in gross pay and classified to SGL 6100.
3. Imputed costs – This activity is classified as both an imputed cost [SGL 6730] and an imputed financing source [SGL 5780] by the reporting agency. The imputed cost and imputed financing source must be reported in equal amounts in FACTS I with "F.24" attributes.

Department of Labor FECA Transactions

- Effective October 1, 2002, the Department of Labor will enter liabilities for each agency in the IFCS within 15 days after the end of each reporting period. Agencies must report the DOL provided amount on their financial statements.

Non-fiduciary Transactions

- Federal Agencies must obtain and register the Dun and Bradstreet Universal Numbering System (DUNS) as unique business location identifiers (not associated with the Agency Location Code) in the Central Contactor Registration (CCR) database by January 31, 2003.
- The Business Rules for non-fiduciary transactions are effective for all intragovernmental purchases of goods and services at the established threshold level with the exception of (1) purchase card acquisitions, (2) national emergencies, and (3) national security considerations. Effective October 1, 2003, applicable transactions must be transacted via the intragovernmental electronic commerce portal, now under development.
- Refer to OMB Business Rules for Intragovernmental Exchange Transactions for further information regarding advances for reimbursable orders, billing documentation, unbilled accounts receivable, and general buy/sell business practices. (M-03-01, Business Rules for Intragovernmental Transactions, attachments A, A1, and A2).

Partner Code F.99

The trading partner code 99 is for recording transactions with the Treasury General Fund, rather than the Treasury administrative entity, as follows:

- Custodial activity, such as tax revenue and miscellaneous revenue that is collected or accrued on behalf of the Treasury General Fund. USSGL accounts applicable to this activity include: 2970F, 2980F, 5801F, 5990F and 5991F.
- Employer FICA contributions that are collected by the Internal Revenue Service.

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- Transfers out and distributions of income (e.g., USSGL 7500F).
- Government wide entity/custodial accounts (USSGL 5790F) only for Treasury Bureaus: the FMS and BPD.
- Treasury-managed Trust Funds.
- Liquidating fund assets in excess of liabilities.
- Unrequisitioned authorized and receivable appropriations (USSGL accounts 1920F and 1921F).
- Other asset/liability activities associated with the Treasury General Fund.

Agencies engaged in all other intragovernmental activities with Treasury as a trading partner will use department code "20." Agencies should contact the Director, Financial Reports Division, if they are unsure about the applicability of partner code F.99 to particular transactions.

In addition to agencies' requirement to report Partner Code F.99 balances and activity, Treasury should report appropriate contra balances and activity. Additional guidance will be forthcoming in time for the FY 2003 agency financial statements.

Trading partner codes are indicated next to the USSGL accounts in this document for purposes of this guide. A list of current trading partner codes is in Appendix D.

Year-end cut-off

At the end of each fiscal year (September 30), all transactions and activity related to the fiscal year should be recorded in each agency's general ledger. Agencies should implement year-end cut-off procedures to ensure all intragovernmental transactions are recorded in their general ledgers and to ensure transactions and amounts recorded correspond to the trading partner agency's reciprocal records. Agencies will need to work together to identify the transactions and amounts and in determining the estimated accruals to record. Activity subject to cut-off generally includes transactions related to revenues earned/expenses incurred as of September 30 that occurred subsequent to year-end and estimates representing revenues earned/expenses incurred as of year-end.

Transactions related to revenues earned/expenses incurred as of September 30 that occurred subsequent to year-end:

Transactions, which are incurred as of September 30 and not billed, should be recorded as accruals in both agencies' records. These transactions may have been billed subsequent

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to year-end or remain unbilled at the time of accrual. Providing agencies should identify these transactions and should work with the receiving agencies to provide detailed information supporting the transactions and the amounts incurred as of the cut-off date (September 30) and not yet billed. The providing agency should record these transactions as receivables/revenues as of September 30. The receiving agency should record these transactions as payables/expenses or assets as of September 30.

Agencies should work together to calculate and estimate accruals and to record corresponding entries in each set of records so they are in agreement and/or long term accounting policy differences can be easily identified. Cut-off procedures include determining which agency in the trading partner relationship is responsible for the estimated accruals (usually the providing agency) and the accounting methodology to be used to calculate the accrual. Both agencies are responsible for recording cut-off information (estimates) by the final reconciliation.

The following are the cut-off procedures to be performed by the providing and receiving agencies for September 30 (year-end).

Procedure	Responsible party/Due Date	Comments
Identify the types of transactions requiring cut-off procedures.	Providing/receiving agency (before the end of the fiscal year)	Together the agencies should make a list of the transactions to be recorded and agree on, the agency to be responsible for accumulating the data and calculating estimates (if any) at year-end.
Determine and agree on the methodology to be used for estimates.	Providing/receiving agency (before the end of each fiscal year)	Together agencies should agree on the methodology used to calculate the estimate.
Provide a listing (with amounts and relevant information necessary to record the transactions) of transactions to be recorded as of September 30.	Providing agency (by November 15, following each fiscal year)	An example is included in this guide.
Provide a listing of transactions representing estimates with supporting documentation and amounts and relevant information necessary to record the transactions as of September 30.	Providing agency (by November 15, following each fiscal year)	
Ensure amounts agree in both sets of records (reconciliation process).	Providing/receiving agency (Preliminary - No later than December 31, following each fiscal year. Final – no later than January 22, following each fiscal year.)	Accrued amounts should be included in the reconciliations.

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Reconciliation

The integrity of the data reported in each agency's financial records and reports as well as the data reported in agencies' audited financial statements and FACTS I is dependent on timely and accurate reconciliations of intragovernmental activity and resulting account balances.

The responsibility for the reconciliation of an agency's activity and balances is with the agency, regardless of the other agencies involved in transactions. Responsibility for the individual account reconciliations at agencies is based on the agency organizational structure and delegation of responsibilities. Reconciliations should be reviewed and approved by the appropriate agency designated personnel.

Intragovernmental balances and activity should be reconciled in accordance with the requirements in *OMB Bulletin 01-09, Form and Content of Agency Financial Statements*, dated September 2001. Agencies should reconcile and confirm intragovernmental balances and activity with their trading partners before submitting year-end data to FMS through FACTS I and reporting it in the agencies' audited financial statements. Preliminary reconciliations and confirmations (both fiduciary and non-fiduciary) must be completed no later than December 31. Final reconciliations and confirmations must be completed no later than January 22, 2003.

Agencies should investigate and record adjustments for any discrepancies between their intragovernmental account balances and the reciprocal account balances of their trading partner(s). Discrepancies due to errors should be adjusted in agency records and corrected prior to the preparation of financial statements and the FACTS I transmission. Different methods for calculating amortization, recording gains and losses, or determining which securities are redeemed are examples of reconciling items.

Agencies are required to use the IFCS to confirm and reconcile fiduciary transactions with their trading partners. (Additional information on this system is in Appendix B). During November, agencies will start confirming the fiduciary category balances activity for fiscal yearend (September 30).

Reconciliation process

The suggested methodology for reconciliations is as follows:

1. Determine the reconciliations required by the most current OMB guidance and/or Technical Amendments to *OMB Bulletin 01-09, Form and Content of Agency Financial Statements* OMB Bulletin 01-09 (Web Site: <http://www.whitehouse.gov/omb/bulletins/index.html>).

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2. Providing agency gives receiving agency balances by USSGL account. This information can be provided in electronic or manual format (or over the internet).
3. Receiving agency compares its balances to appropriate reciprocal USSGL account balances of the providing agency.
4. For fiduciary transactions, the fiduciary entities (BPD, Department of the Treasury, FFB, DOL and OPM) will make balances information and other details available through the IFCS for the receiving agencies to reconcile amounts to their records. Specific procedures for these reconciliations are discussed below.
5. For other intragovernmental transactions, agencies should work together to establish the data needs and availability to facilitate the reconciliations.¹
6. Intragovernmental accounts are reconciled and differences are identified.

Note that, even when both agencies' accounting records are accurate and current, there may nevertheless be differences between both agencies' balances.

For reconciliations performed, agencies must record appropriate adjustments in their books and records and complete their portions of the confirmation forms through the IFCS (fiduciary categories) or on other reconciliation forms (non-fiduciary categories). See Appendix C for a recommended example.

An authorized agency official should review and sign the agency reconciliation documents. Agencies should also have written standard operating procedures to direct and document the reconciliation process. Agencies are responsible for ensuring the reconciled and agreed upon confirmed balances are reported in FACTS I and audited financial statements. If adjustments are made subsequent to the completion of the confirmations (during the audit process), agencies should revise reconciliations and confirmations and submit the updated data in FACTS I. The following are fiduciary transactions procedures.

Investments in Treasury Securities with BPD

During November, the BPD account balances as of September 30 will be available in the IFCS for all agencies investing in Government Account Series securities to reconcile and confirm. This confirmation will include accrual data and will be used to reconcile agency USSGL account balances and activity with the BPD reporting. The Federal Investments Account Statements and other related information are available on BPD's website at <http://federalinvestments.gov/>. The BPD personnel will be available at (304) 480-5151

¹ Agencies should be sensitive about transmitting intragovernmental classified data.

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for questions regarding the BPD reporting. Questions regarding FACTS I and agency reporting should continue to be directed to FMS.

Borrowings from Treasury (BPD) and FFB

Reconciliation of amounts borrowed: At the end of each month, FMS forwards to the BPD a copy of its Borrowings Query (STAR generated) report with the month end loan balances. The Borrowings Query report can be used by the BPD to reconcile ending loan balances with information maintained by FMS. Lending agency (BPD) should reconcile their SF1151 (Nonexpenditure Transfer Authorization) subsidiary ledger to the FMS generated Borrowings Query. Differences identified by this reconciliation are resolved by BPD. In addition to reconciling with FMS, the BPD and FFB will confirm outstanding loans receivable balances as of September 30, with partner agencies. The BPD and FFB account balances as of September 30 will be available in the IFCS in November for all agencies to reconcile and confirm borrowings from BPD and FFB.

Reconciliation of interest paid and accrued: The interest calculations for certain loans accounted for by the BPD and FFB are extremely complex, particularly those related to loans made under the Credit Reform Act. In all cases FFB calculates interest due on federal agency borrowings (the borrowing agencies may verify interest computations). For borrowings with Treasury (BPD), the borrowing agencies compute interest and BPD verifies any discrepancies. The program agencies are charged with providing the lending agency with information detailing their calculation of interest expense for the fiscal period. These calculations will be used to substantiate the amounts reported on the SF1081 (Voucher and Schedule of Withdrawals and Payments), which will in turn be used to post the interest received. Borrowing and lending agencies should confirm and reconcile interest amounts at the end of each fiscal year.

Reconciliation of principal and interest between the BPD and the borrowers: The borrowing agency must confirm and reconcile the principal USSGL account balance to the borrower's reciprocal USSGL account balance in the IFCS. Agencies that identify a difference in the account balances should contact the BPD representative. If the agency's records do not agree to the BPD report, the agency should provide an explanation and or reconciliation, as applicable, for the differences. The USSGL account balances to be reported in the agencies' audited financial statements and in FACTS I must be submitted also. This information will assist FMS in properly eliminating intragovernmental balances.

Reconciliation of Principal and Interest between the FFB and the borrowers: The borrowing agency must confirm each FFB USSGL account balance to the borrower's reciprocal USSGL account balance in the IFCS. Agencies that identify a difference in the account balances should contact the FFB representative. If the agency records do not agree to the FFB report, the agency should provide an explanation or reconciliation, as applicable, for the differences. It is critical that the account balances reported on the

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confirmation are the same amounts reported in the agencies' audited financial statements and in FACTS I submission to FMS. This information will assist FMS in properly eliminating intragovernmental balances.

FECA transactions with DOL

The liability amounts (including year-end accruals) for the fiscal year ended September 30 will be available in the IFCS during November. Agencies should provide the balances in the following intragovernmental accounts in the IFCS:

6400F Benefit Expense
6850F Employer Contributions to Employee Benefit Programs Not Requiring Current-Year Budget Authority
2225F Unfunded FECA Liability
2215F Other Post-Employment Benefits Due and Payable
2650N Actuarial FECA Liability
7600N Changes in Actuarial Liability

For the above accounts it is critical that only those balances associated with the Federal Employees' Compensation Act are reported. You should exclude amounts relating to unemployment compensation.

DOL will compare the amount you report for agency accounts 6400F and 6850F to the amount recorded for your agency in DOL account 5400F - Benefit Program Revenue. The balance reported for your agency accounts 2225F and 2215F will be compared to the amount recorded for your agency in DOL account 1310F. If this comparison reveals material differences, DOL will contact the departmental contact to resolve the difference(s). Agencies will be expected to provide information to explain and reconcile any differences. The DOL does not have corresponding accounts for agency accounts 2650N and 7600N.

It is critical that the account balances reported on the confirmation equal the amounts reported in the agencies' audited financial statements and in the FACTS I submission to FMS.

Employee benefits transactions with OPM

Employee Benefit Program transactions are separated into three categories - health, retirement, and life – and should be reconciled individually. The Employment Benefit Contribution Receivable and Benefit Program revenue figures for the fiscal year ended September 30 will be available in the IFCS in November. Agencies are required to provide the balances in the following intragovernmental accounts on the Confirmation of Intragovernmental Account Balances in the IFCS.

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2213F Employer Contributions and Payroll Taxes Payable
6400F Benefit Expense

For account 2213F, agencies should only report balances related to the Federal civilian benefit programs (i.e. government contributions for Retirement, Health Benefits and Life Insurance transactions) in IFCS.

OPM will compare the agency reported account 2213F balance to the amount recorded for the agency in OPM account 1320F Employment Benefit Contributions Receivable. The balance reported for agency account 6400F will be compared to the revenue recorded for each agency in OPM account 5400F - Benefit Program Revenue. If this comparison reveals material differences, OPM will contact the departmental contact to resolve the difference(s). Agencies will be asked to provide information to explain and reconcile any differences.

Reconciliation differences

Even when both agencies' accounting records are accurate and current, there may be identifiable differences between the two agencies' records (the reconciliation should show that both sets of records equal each other). Analyzing and determining the nature of the differences will require agencies to work together to exchange detailed information and other accounting records. It will also require agencies to understand each other's accounting procedures for identifying and recording transactions related to the activity. Differences identified during the reconciliation process should be corrected (adjusted) before the final reconciliation and confirmation are prepared.

In cases where unexplained differences result from the reconciliation process and the amounts are not material for the agencies, and the agencies reach an agreement on the records to be adjusted, an adjustment should be made to agree the two sets of records. Immaterial adjustments should not be recorded as prior period adjustments. If amounts are material to either of the agencies, both agencies should work together to resolve and adjust the differences.

If differences cannot be resolved through the reconciliation process, agencies should work together until they reach an agreement. Agencies are responsible for establishing policies and procedures for resolving all differences.

The following are discussions of potential and likely common differences resulting from the initial reconciliation and the recommended adjustments to be made to prepare the final reconciliation.

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Beginning balances differences

These differences will be in the beginning balances of balance sheet accounts. The materiality of the differences should be evaluated by each agency relative to its financial statements. If the amounts are not material for either agency, the agencies should agree on adjustments to be made to correct the asset and/or liability balances. These adjustments could result in differences in revenue/expense accounts for the reconciliation period. These should be clearly identified and quantified on the reconciliation form. If differences are material, the agencies should analyze the historical data and try to identify the transactions causing the differences. Once identified, the proper adjustments should be made by the appropriate agency.

Timing of recording accruals

In some cases, when a providing agency generates bills for services or when IPAC transactions are batch processed subsequent to the period end, there may be differences in activity and balances due to the timing of the receiving agency recording the transactions. Timing differences can also be caused by a receiving agency delay in reclassifying IPAC transactions into the proper accounts. IPAC reports and bills subsequent to the accounting period should be identified, reviewed and the appropriate adjustments should be made in the proper accounting period. Adjustments should be made to accounts receivable/accounts payable for bills received after the period end that applies to the period. Agencies should communicate with each other to identify these timing differences.

Estimated accruals

In some cases, either the providing or receiving agency, or both, records an estimated accrual (receivable or payable) at the end of the period. If only one agency involved in a transaction has recorded the accrual, the other agency will need to record a corresponding amount in its records if the goods/services have been received. If the accruals were calculated separately and differently, the agencies should work together to determine a methodology for both to use to ensure the same amount is recorded on both sets of records.

In cases where goods/services have not been received (by the receiving agency) and the providing agency has recorded unbilled revenue, these amounts should be identified as reconciling differences.

Unrecorded transactions

Other causes of differences may be due to unrecorded transactions. Agencies should exchange detailed records and work together to analyze the data and identify differences attributable to unrecorded transactions. Agencies should also review

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IPAC reports and determine whether any transactions have not been reclassified into the proper accounts. All differences should be identified and adjustments should be made in the appropriate agency's records.

Other differences

There can be differences between receivables and payables between agencies due to disputes, misunderstandings or other issues. Agencies should work together to resolve these types of issues. Adjusting entries should be recorded in the accounting records so amounts are in agreement. If agencies cannot resolve the issues, there will be a difference. This should be clearly identified and explained on the reconciliation.

Accounting policy differences

There may be circumstances where differences cannot be resolved in the current accounting period. In all of these circumstances, agencies should work together to understand and document the reasons for the differences. Where possible, agencies should use consistent accounting treatments in these circumstances to eliminate any differences. Any differences that remain should be clearly explained on the final reconciliations/confirmations and quantified to the extent possible. The following are examples:

- **DIFFERENCES IN ACCOUNTING STANDARD REQUIREMENTS:** Certain differences may be due to differing accounting methods allowed by accounting standards. An example of this is the amortization of discounts and premiums. If one trading partner amortizes discounts/premiums using the interest method and the other trading partner uses the straight-line method, there will be an accounting policy difference.
- **BASIS OF ACCOUNTING:** Certain differences may arise due to agencies using a different basis of accounting for reciprocal transactions. An example of this would be with the accounting for inventory. If a receiving agency inventories supplies and materials at average cost, there may be difficulty reconciling to the amount reported as sales by the providing agencies. Another example is sales under a long-term contract (greater than a fiscal year). If a providing agency uses the completed contract method to recognize sales on manufactured goods (and does interim shipments of goods as completed) and the receiving agency recognizes the expense (or assets) as received, there would be differences between the sales recorded by the providing agency (deferred credits should be recorded) and the expenses recorded by the receiving agency.

When the final reconciliation is completed, if there are unresolved or accounting policy differences, they should be clearly explained on the final reconciliation.

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Agencies should make adjustments for all resolvable differences and should clearly identify the cause of any remaining differences on the final reconciliation.

For purchases/sales of goods and services, buyers and sellers should reconcile intragovernmental activity and balances by processes that result in

- Seller revenue and deferred revenue amounts (and other amounts in the sellers balance sheet) reconciling with
- Buyer cost and prepaid amounts (and other amounts in the Buyer's balance sheet)

Consolidation/elimination

The primary focus of this guide is on transactions occurring between and within federal agencies. Agencies prepare department wide consolidated financial statements and will prepare eliminations entries for intragovernmental transactions within the agencies based on this financial information. This guide does not include examples for elimination entries within agencies. Agencies should develop procedures providing for the accurate and complete elimination of transactions occurring within the agency in their consolidated financial statements.

Reporting

All transactions should be recorded in the proper USSGL accounts and reported in the same accounts for FACTS I purposes.

Financial reports should be prepared in accordance with *Office of Management and Budget Bulletin 01-09, Form and Content of Agency Financial Statements*. All USSGL accounts should be reported in accordance with the financial statement crosswalk(s) provided in this guide and the USSGL guidance in FACTS I. The crosswalk(s) in this guide are consistent with guidance published by FMS for fiscal year 2002, FMS USSGL Documents and FACTS I Reporting Requirements -

<http://www.fms.treas.gov/ussgl/effective02/index.html> and fiscal year 2003 FMS Requirements - <http://www.fms.treas.gov/ussgl/effective03/index.html>.

Reciprocal accounts

Each agency should be able to account for intragovernmental transactions and accumulate related activity and balances in the appropriate USSGL accounts. The reciprocal accounts delineated in this section are to be used by agencies to account for the intragovernmental transactions. Use of these reciprocal accounts will facilitate the reconciliation process. The trading partner activity within these reciprocal accounts between two agencies should reconcile to each other as of the financial statement preparation or reconciliation date. Agencies are encouraged to work with trading partners to determine the accounts to be used to record accounting transactions for each type of activity transpiring between the agencies.

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The following are most of the reciprocal account relationships for intragovernmental fiduciary transactions. These do not represent journal entries or complete accounting transactions for any of the activity and do not include budgetary transactions.

Fiduciary categories of reciprocal accounts

Investments with the Department of Treasury (BPD)

The following are the reciprocal account relationships for transactions with BPD:

Providing agency Bureau of the Public Debt		Receiving agency	
2140F (xx)	Accrued Interest Payable	1340F (20)	Interest Receivable
2530F (xx)	Securities Issued by Federal Agencies under General and Special Financing Authority, Net	1610F (20)	Investments in U.S. Treasury Securities Issued by Public Debt
		1630F (20)	Investments in Zero-coupon Bonds Issued by Public Debt
		1611F (20)	Discount on U.S. Treasury Securities Issued by Public Debt
		1631F (20)	Discount on Zero-Coupon Bonds Issued by Public Debt
		1612F (20)	Premium on U.S. Treasury Securities Issued by Public Debt
		1613F (20)	Amortization of Discount and Premium on U.S. Treasury Securities Issued by Public Debt
		1633F (20)	Amortization of Discount on Zero-Coupon Bonds Issued by Public Debt
		1638F (20)	Market Adjustment on Zero-Coupon Bonds Issued by Public Debt
6320F (xx)	Interest Expenses on Securities	1639F (20)	Contra-market Adjustment on Zero-Coupon Bonds Issued by Public Debt
		5310F (20)	Interest Revenue
		7110F (20)	Gains on Disposition of Assets
		7210F (20)	Losses on Disposition of Assets

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Borrowings from the Department of the Treasury (BPD) and FFB

The following are the reciprocal account relationships for transactions with the Department of the Treasury and/or the FFB related to borrowings:

Providing agency Department of the Treasury (BPD)		Receiving agency	
1350F (xx)	Loans Receivable	2510F (20)	Principal Payable to Treasury
1340F (xx)	Interest Receivable	2140F (20)	Accrued Interest Payable
5310F (xx)	Interest Revenue	6310F (20)	Interest Expenses on Borrowings from Treasury

Providing agency Federal Financing Bank		Receiving agency	
1350F (xx)	Loans Receivable	2520F (20)	Principal Payable to the Federal Financing Bank
1340F (xx)	Interest Receivable	2140F (20)	Accrued Interest Payable
5310F (xx)	Interest Revenue	6310F (20)	Interest Expenses on Borrowings from Treasury
7210F (xx)	Losses on Disposition of Assets	7190F (20)	Other Gains
7110F (xx)	Gains on Disposition of Assets	7290F (20)	Other Losses

Federal Employees' Compensation Act

The following are the reciprocal account relationships for transactions with the DOL relating to the Federal Employees' Compensation Act including routine payments and accruals:

Providing agency Department of Labor		Receiving agency	
1310F (xx)	Accounts Receivable	2225F (16) 2215F (16)	Unfunded FECA Liability Other Post-Employment Benefits Due and Payable
5400F (xx)	Benefit Program Revenue	6400F (16) 6850F (16)	Benefit Expense Employer Contributions to Employee Benefit Programs Not Requiring Current -Year Budget Authority

Employee benefits transactions with OPM

The following are the reciprocal account relationships for transactions with the OPM relating to the employer agency portion of payments for employees under the Federal Employees' Retirement System, the Civil Service Retirement System, the Federal Employees' Group Life Insurance Program and the Federal Employees' Health Benefits Program.

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Providing agency Office of Personnel Management		Receiving agency	
1320F (xx)	Employment Benefit Contributions Receivable	2213F (24)	Employer Contributions and Payroll Taxes Payable
5400F (xx)	Benefit Program Revenue	6400F (24)	Benefit Expense

All categories of reciprocal accounts

Appendix A lists all categories of reciprocal accounts, including fiduciary and non-fiduciary. FMS encourages agencies and their trading partners to use the Federal categories of USSGL proprietary accounts to record and analyze all intragovernmental transactions.

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Examples of accounting for and reporting transactions

The following are examples of the proprietary accounting entries and reporting requirements for various types of intragovernmental transactions. Budgetary information will also need to be captured and recorded at the same time, as applicable, when the proprietary accounting entries are made. The transactions in this guide do not represent the complete accounting cycle for proprietary transactions related to the particular accounting event. (Complete scenarios of accounting events are at <http://www.fms.treas.gov/ussgl>). The guide only includes the parts of transactions that occur on both partner agencies' records. The guide does not include any budgetary transactions. *The examples are for illustrative purposes only and do not represent actual transactions.*

Currently, there are no reporting requirements for intragovernmental transactions involving N accounts to be recorded with a trading partner code (xx). However, agencies need a mechanism to identify and summarize these transactions as intragovernmental in order to reconcile properly. Agencies will need to report capitalized acquisitions from government agencies in the FACTS I footnotes. In the applicable examples, goods recorded as assets by the receiving agency, goods recorded as supplies inventory by the receiving agency and sale of equipment and transfers, this is demonstrated with the trading partner code (xx).

Each example is accompanied with a USSGL account crosswalk to the financial statement presentation. These transactions should be reported in FACTS I based on the USSGL account with the corresponding trading partner code identified in accordance with FMS Standard General Ledger Documents and FACTS I Reporting Requirements. Credit amounts/balances are in parenthesis (-).

Investments in Federal Securities issued by the Treasury Department, BPD

Federal trust fund receipts and cash balances are invested in Treasury securities through the Bureau of the Public Debt. Bureau of the Public Debt also issues federal debt securities to the public and accounts for the public debt. Bureau of the Public Debt reports this activity (in summary) to the public and other interested users in the Monthly Statement of Public Debt.

Bureau of the Public Debt managed trust funds: Federal trust funds are created by and maintained in accordance with the various Acts and Public Laws as enacted by Congress. Bureau of the Public Debt manages certain trust funds for program agencies. The Division of Federal Investments of Bureau of the Public Debt provides accounting, investment, and financial reporting services for the trust funds. This includes managing the investments, maintaining related accounting records and supporting documentation, and preparing activity statements.

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Bureau of the Public Debt is responsible for administering and monitoring the daily activities of the managed trust funds including receipts, investment and redemption activity, and calculation of interest. The trust fund program agencies are responsible for determining the nature, extent and timing of disbursements to satisfy the objectives of the programs financed by the trust funds. The trust fund program agencies are also responsible for the reporting to FACTS I.

Federal agency managed funds: Many program agencies are responsible for trust, revolving and other funds and manage the purchase and sale of securities from Treasury through Bureau of the Public Debt. These program agencies are responsible for determining amounts to be invested and the terms of the investments. These agencies are responsible for reconciling periodic interest income to information provided by Bureau of the Public Debt.

The transactions illustrated in the following sections apply to all intragovernmental investments.

Purchase of Investments from BPD

The purchase of an investment should be recorded at acquisition cost. The investment account should be charged with par value and a premium or discount recorded for the difference between acquisition cost and par value.

Purchased at a discount

Bureau of the Public Debt (trading partner code 20) issues a Treasury Security to the DOL Unemployment Trust Fund (trading partner code 16) a Treasury security with a par value of \$20,000. DOL purchases the security at discount for \$19,100. The following entries should be recorded:

Providing agency Bureau of the Public Debt			Receiving agency Department of Labor, Unemployment Trust Fund		
1010	Fund Balance with Treasury	19,100	1610F (20)	Investments in U.S. Treasury Securities Issued by Public Debt	20,000
2530F (16)	Securities Issued by Federal Agencies under General and Special Financing Authority, Net	19,100	1611F (20)	Discount on U.S. Treasury Securities Issued by Public Debt	900
			1010	Fund Balance with Treasury	19,100

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The crosswalk for financial statement reporting of these accounts is as follows:
 (Note: Financial Statement Line numbers have not yet been finalized)

Bureau of the Public Debt Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1010	Fund Balance with Treasury	19,100
Balance Sheet		2530F (16)	Debt	(19,100)

Department of Labor Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1610F (20)	Investments	20,000
Balance Sheet		1611F (20)	Investments	(900)
Balance Sheet		1010	Fund Balance with Treasury	(19,100)

Purchased at a premium

The Highway Trust Fund of the Department of Transportation (trading partner code 69) purchased an interest-bearing note for \$20,200 with a par value of \$20,000 and a premium of \$200. The following entries should be recorded:

Providing agency Bureau of the Public Debt			Receiving agency Department of Transportation		
1010	Fund Balance with Treasury	20,200	1610F (20)	Investments in U.S. Treasury Securities Issued by Public Debt	20,000
2530F (69)	Securities Issued by Federal Agencies under General and Special Financing Authority, Net	20,200	1612F (20)	Premium on U.S. Treasury Securities Issued by Public Debt	200
			1010	Fund Balance with Treasury	20,200

The crosswalk for financial statement reporting of these accounts is as follows:

Bureau of the Public Debt Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1010	Fund Balance with Treasury	20,200
Balance Sheet		2530F (69)	Debt	(20,200)

Department of Transportation Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1610F (20)	Investments	20,000
Balance Sheet		1612F (20)	Investments	200
Balance Sheet		1010	Fund Balance with Treasury	(20,200)

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Purchase at par value

The Federal Highway Trust Fund, DOT (trading partner code 69) purchased a Treasury security at a par value of \$10,000. The following entries should be recorded:

Providing agency Bureau of the Public Debt			Receiving agency Department of Transportation		
1010	Fund Balance with Treasury	10,000	1610F (20)	Investments in U.S. Treasury Securities Issued by Public Debt	10,000
2530F (69)	Securities Issued by Federal Agencies under General and Special Financing Authority, Net	10,000	1010	Fund Balance with Treasury	10,000

The crosswalk for financial statement reporting of these accounts is as follows:

Bureau of the Public Debt Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1010	Fund Balance with Treasury	10,000
Balance Sheet		2530F (69)	Debt	(10,000)

Department of Transportation Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1610F (20)	Investments	10,000
Balance Sheet		1010	Fund Balance with Treasury	(10,000)

Purchase of interest with a security purchased at par value

When a note or bond, bearing a stated semiannual interest rate, is purchased on a date other than an interest payment date the investing entity must purchase interest back to the last interest payment date. On the next interest payment date the entity will receive an interest payment for the full six-month interest period. The Department of Transportation, Federal Highway Trust Fund (trading partner code 69) purchased a Treasury security at a par value of \$10,000 plus interest purchased of \$500. The following entries should be recorded:

Providing agency Bureau of the Public Debt			Receiving agency Department of Transportation		
1010	Fund Balance with Treasury	10,500	1340F (20)	Interest Receivable	500
2140F (69)	Accrued Interest Payable	500	1610F (20)	Investments in U.S. Treasury Securities Issued by Public	10,000

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Providing agency Bureau of the Public Debt			Receiving agency Department of Transportation		
2530F (69)	Securities Issued by Federal Agencies under General and Special Financing Authority, Net	10,000	1010	Debt Fund Balance with Treasury	10,500

The crosswalk for financial statement reporting of these accounts is as follows:

Bureau of the Public Debt Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1010	Fund Balance with Treasury	10,500
Balance Sheet		2530F (69)	Debt	(10,000)
Balance Sheet		2140F (69)	Accrued Interest Payable	(500)

Department of Transportation Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1610F (20)	Investments	10,000
Balance Sheet		1340F (20)	Interest Receivable	500
Balance Sheet		1010	Fund Balance with Treasury	(10,500)

Interest income

Periodic interest payments are made to trust, revolving or other funds based on the terms of the securities. Most notes and bonds pay interest semi-annually. The following entries are to record the periodic interest paid by Bureau of the Public Debt on a Treasury Security. The Civil Service Retirement and Disability Fund managed by the OPM (trading partner code 24) received a semi-annual interest payment of \$5,000 on a Treasury security (trading partner code 20). The following entries should be recorded:

Providing agency Bureau of the Public Debt			Receiving agency Office of Personnel Management		
6320F (24)	Interest Expenses on Securities	5,000	1010	Fund Balance with Treasury	5,000
1010	Fund Balance with Treasury	5,000	5310F (20)	Interest Revenue	5,000

The crosswalk for financial statement reporting of these accounts is as follows:

Bureau of the Public Debt Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1010	Fund Balance with Treasury	(5,000)
Statement of Net Cost		6320F (24)	Intragovernmental Program Costs	5,000

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Office of Personnel Management Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1010	Fund Balance with Treasury	5,000
Statement of Net Cost		5310F (20)	Program Costs - Less Earned Revenues	(5,000)

Interest accruals

Interest accruals should be calculated and recorded periodically in accordance with the investing agency's accounting policies and procedures. Interest should be accrued for amounts earned and unpaid at the cut-off date. Interest accrued on September 30 must be verified by the agencies with Bureau of the Public Debt records and any material differences resolved before submission of the FACTS trial balance.² The following are the entries to record accrued interest on investments at September 30. The Centers for Medicare and Medicaid Services (trading partner code 75) has a Treasury bond purchased from Bureau of the Public Debt (trading partner code 20) with a par value of \$10,000 and an interest rate of 10% payable on June 30 and December 31. As of September 30, accrued interest would be calculated as follows: $3 \text{ months} = 92 \text{ days} / 184 \text{ days} \times (\$10,000 \times 10\%) / 2 = \250 . The entries would be as follows:

Providing agency Bureau of the Public Debt			Receiving agency Centers for Medicare and Medicaid Services		
6320F (75)	Interest Expenses on Securities	250	1340F (20)	Interest Receivable	250
2140F (75)	Accrued Interest Payable	250	5310F (20)	Interest Revenue	250

The crosswalk for financial statement reporting of these accounts is as follows:

Bureau of the Public Debt Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Statement of Net Cost		6320F (75)	Intragovernmental Program Costs	250
Balance Sheet		2140F (75)	Other Liabilities	(250)

² The Guide includes illustrative entries for the receipt and payment of interest and recognition of accrued interest receivable and payable. These entries illustrate the accounting that would be required, on a stand-alone basis, if the entity had not previously recognized any accrued interest.

For example, an investing entity credits USSGL A/C 5310 (F), Interest Income for \$5,000 on receipt of a semi-annual interest payment. This entry assumes that no portion of the semi-annual interest payment had previously been accrued as earned. However, if the investing entity had previously accrued \$4,000 of interest earned on this investment prior to receipt of the \$5,000 semi-annual interest payment, the required entry would include a credit to accrued interest receivable for \$4,000 and a credit to interest income for \$1,000.

Agency practices for the accrual of interest and accounting for interest received or paid may vary. The illustrative entries contained in the Guide should be considered in the context of agency practice and modified if necessary. In all cases, in accounting for interest, agencies should consider the methodology they use to account for interest earned, as well as accrued interest receivable and payable balances.

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Centers for Medicare and Medicaid Services Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1340F (20)	Interest Receivable	250
Statement of Net Cost		5310F (20)	Program Costs - Less Earned Revenues	(250)

Amortization of premium or discount

The agencies' amortized premiums and discounts should be calculated using the effective interest method (as outlined in SFFAS No. 1, Accounting for Select Assets and Liabilities) for Treasury notes and bonds. The straight-line method is used for Treasury Bills. Amortization schedules for premiums and discounts should be available for Bureau of the Public Debt to reconcile to its records at the end of each fiscal year (at a minimum). The Social Security Administration Federal Disability Insurance Trust Fund (trading partner code 28) purchased a Treasury security at a premium. The amortization of the premium for the current fiscal year is \$8,000. The following entries should be recorded:

Providing agency Bureau of the Public Debt			Receiving agency Social Security Administration		
2530F (28)	Securities Issued by Federal Agencies under General and Special Financing Authority, Net	8,000	5310F (20)	Interest Revenue	8,000
6320F (28)	Interest Expenses on Securities	8,000	1613F (20)	Amortization of Discount and Premium on U.S. Treasury Securities Issued by Public Debt	8,000

The crosswalk for financial statement reporting of these accounts is as follows:

Bureau of the Public Debt Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		2530F (28)	Debt	8,000
Statement of Net Cost		6320F (28)	Intragovernmental Program Costs	(8,000)

Social Security Administration Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1613F (20)	Investments	(8,000)
Statement of Net Cost		5310F (20)	Program Costs - Less Earned Revenue	8,000

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Amortization of discount

The Department of Commerce (trading partner code 13) purchased a Treasury security at a discount of \$10,000. The amortization for the fiscal year ended September 30 is \$5,000. The following entries should be recorded:

Providing agency Bureau of the Public Debt			Receiving agency Department of Commerce		
6320F (13)	Interest Expenses on Securities	5,000	1613F (20)	Amortization of Discount and Premium on U.S. Treasury Securities Issued by Public Debt	5,000
2530F (13)	Securities Issued by Federal Agencies under General and Special Financing Authority, net	5,000	5310F (20)	Interest Revenue	5,000

The crosswalk for financial statement reporting of these accounts is as follows:

Bureau of the Public Debt Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		2530F (13)	Debt	(5,000)
Statement of Net Cost		6320F (13)	Intragovernmental Program Costs	5,000

Department of Commerce Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1613F (20)	Investments	5,000
Statement of Net Cost		5310F (20)	Program Costs - Less Earned Revenues	(5,000)

Sale of an investment (at book value) with unamortized premium

The Highway Trust Fund, DOT (trading partner code 69) has a Treasury security with a par value of \$2,000 purchased with a premium of \$200. The security was redeemed for \$2,100 on September 30. \$100 was not amortized at the end of the period. The following entries should be recorded:

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Providing agency Bureau of the Public Debt			Receiving agency Department of Transportation		
2530F (69)	Securities Issued by Federal Agencies under General and Special Financing Authority, net	2,100	1010	Fund Balance with Treasury	2,100
1010	Fund Balance with Treasury	2,100	1613F (20)	Amortization of Discount and Premium on U.S. Treasury Securities Issued by Public Debt	100
			1610F (20)	Investments in U.S. Treasury Securities Issued by Public Debt	2,000
			1612F (20)	Premium on U.S. Securities Issued by Public Debt	200

The crosswalk for financial statement reporting of these accounts is as follows:

Bureau of the Public Debt Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		2530F (69)	Debt	2,100
Fund Balance with Treasury		1010	Fund Balance with Treasury	(2,100)

Department of Transportation Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1010	Fund Balance with Treasury	2,100
Balance Sheet		1613F (20)	Investments	100
Balance Sheet		1610F (20)	Investments	(2,000)
Balance Sheet		1612F (20)	Investments	(200)

Sale of a security (with no gain or loss) with unamortized discount

Centers for Medicare and Medicaid Services (trading partner code 75) sold a Treasury security issued with a par value of \$5,000, original issue discount of \$600, and unamortized discount of \$300 for \$4,700. The following entries should be recorded:

Providing agency Bureau of the Public Debt			Receiving agency Centers for Medicare and Medicaid Services		
2530F (75)	Securities Issued by Federal Agencies under General and Special Financing	4,700	1010	Fund Balance with Treasury	4,700

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Providing agency Bureau of the Public Debt			Receiving agency Centers for Medicare and Medicaid Services		
Authority, net					
1010	Fund Balance with Treasury	4,700	1611F (20)	Discount on U.S. Treasury Securities Issued by Public Debt	600
			1613F (20)	Amortization of Discount and Premium on U.S. Treasury Securities Issued by Public Debt	300
			1610F (20)	Investments in U.S. Treasury Securities Issued by Public Debt	5,000

The crosswalk for financial statement reporting of these accounts is as follows:

Bureau of the Public Debt Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1010	Fund Balance with Treasury	(4,700)
Balance Sheet		2530F (75)	Debt	4,700

Centers for Medicare and Medicaid Services Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1010	Fund Balance with Treasury	4,700
Balance Sheet		1611F (20)	Investments	600
Balance Sheet		1613F (20)	Investments	(300)
Balance Sheet		1610F (20)	Investments	(5,000)

Sale of an investment with a gain

The Employees' Life Insurance Fund managed by OPM (trading partner code 24) sells a Treasury security with a par value of \$50,000. The security was purchased with a premium of \$6,000. The security was sold for \$56,000. The unamortized premium balance was \$4,000 at the time of the sale. The following entries should be recorded:

Providing agency Bureau of the Public Debt			Receiving agency Employees' Life Insurance Fund		
2530F (24)	Securities Issued by Federal Agencies under General and Special Financing Authority, Net	54,000	1010	Fund Balance with Treasury	56,000
6320F (24)	Interest Expenses on	2,000	1612F (20)	Premium on U.S.	6,000

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Providing agency Bureau of the Public Debt			Receiving agency Employees' Life Insurance Fund		
Securities			Treasury Securities Issued by Public Debt		
1010	Fund Balance with Treasury	56,000	1613F (20)	Amortization of Discount and Premium on U.S. Treasury Securities Issued by Public Debt	4,000
			1610F (20)	Investments in U.S. Treasury Securities Issued by Public Debt	50,000
			7110F (20)	Gains on Disposition of Assets	4,000

The crosswalk for financial statement reporting of these accounts is as follows:

Bureau of the Public Debt Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		2530F (24)	Debt	54,000
Balance Sheet		1010	Fund Balance with Treasury	(56,000)
Statement of Net Cost		6320F (24)	Intragovernmental Program Costs	2,000

Employees' Life Insurance Fund Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1010	Fund Balance with Treasury	56,000
Balance Sheet		1612F (20)	Investments	(6,000)
Balance Sheet		1613F (20)	Investments	4,000
Balance Sheet		1610F (20)	Investments	(50,000)
Statement of Net Cost		7110F (20)	Intragovernmental Program Costs	(4,000)

Sale of an investment with a loss

The Employees' Life Insurance Fund managed by OPM (trading partner code 24) sells a Treasury security with a par value of \$50,000 that was purchased with a premium of \$6,000. The security is sold for \$48,000 and the unamortized premium balance was \$3,000. The following entries should be recorded:

Providing agency Bureau of the Public Debt			Receiving agency Employees' Life Insurance Fund		
2530F (24)	Securities Issued by Federal Agencies under General and Special Financing	53,000	1010	Fund Balance with Treasury	48,000

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Providing agency Bureau of the Public Debt			Receiving agency Employees' Life Insurance Fund		
6320F (24)	Authority, Net Interest Expenses on Securities	5,000	1612F (20)	Premium on U.S. Treasury Securities Issued by Public Debt	6,000
1010	Fund Balance with Treasury	48,000	1613F (20)	Amortization of Discount and Premium on U.S. Treasury Securities Issued by Public Debt	3,000
			1610F (20)	Investments in U.S. Treasury Securities Issued by Public Debt	50,000
			7210F (20)	Losses on Disposition of Assets	5,000

The crosswalk for financial statement reporting of these accounts is as follows:

Bureau of the Public Debt Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1010	Fund Balance with Treasury	(48,000)
Balance Sheet		2530F (24)	Debt	53,000
Statement of Net Cost		6320F (24)	Intragovernmental Program Costs	(5,000)

Employees' Life Insurance Fund Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1010	Fund Balance with Treasury	48,000
Balance Sheet		1612F (20)	Investments	(6,000)
Balance Sheet		1613F (20)	Investments	3,000
Balance Sheet		1610F (20)	Investments	(50,000)
Statement of Net Cost		7210F (20)	Intragovernmental Program Costs	5,000

Borrowings from Treasury, BPD and FFB

The Department of the Treasury lends funds to federal government agencies and entities, based on agency specific legislative borrowing authority. The Bureau of the Public Debt keeps records and accounts for BPD and FFB loans. Bureau of the Public Debt does not track the loans made from FFB to other federal agencies. FFB engages in lending to various federal entities through the purchase of agency financial assets, the acquisition of agency debt securities and by providing direct loans on behalf of the agency. The same methodology for recording, tracking and reporting proceeds from borrowing, interest payments, interest accruals and repayments for federal intragovernmental loans should be

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used for Department of the Treasury, BPD and FFB loans. However, BPD does not recognize gains or losses on borrowings. Gains or losses on FFB loans should be recorded in accordance with this guide.

Proceeds from Borrowing

The Department of Education (trading partner code 91) borrows \$200,000 from Bureau of the Public Debt to finance student loans. The following entries should be recorded:

Providing agency Bureau of the Public Debt			Receiving agency Department of Education		
1350F (91)	Loans Receivable	200,000	1010	Fund Balance with Treasury	200,000
2980F (91)	Custodial Liability	200,000	2510F (20)	Principal Payable to Treasury	200,000

The crosswalk for financial statement reporting of these accounts is as follows:

Bureau of the Public Debt Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1350F (91)	Loans Receivable	200,000
Balance Sheet		2980F (91)	Custodial Liability	(200,000)

Department of Education	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1010	Fund Balance with Treasury	200,000
Balance Sheet		2510F (20)	Debt	(200,000)

Interest Payments

The Department of Agriculture, Rural Development Program, (trading partner code 12) pays a periodic interest payment of \$60,000 to FFB. The following entries should be recorded:

Providing agency Federal Financing Bank			Receiving agency Department of Agriculture		
1010	Fund Balance with Treasury	60,000	6310F (20)	Interest Expenses on Borrowing from Treasury	60,000
5310F (12)	Interest Revenue	60,000	1010	Fund Balance with Treasury	60,000

The crosswalk for financial statement reporting of these accounts is as follows:

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Federal Financing Bank Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1010	Fund Balance with Treasury	60,000
Statement of Net Cost		5310F (12)	Program Costs - Less Earned Revenues	(60,000)

Department of Agriculture Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1010	Fund Balance with Treasury	(60,000)
Statement of Net Cost		6310F (20)	Intragovernmental Program Costs	60,000

Interest Accruals

The Small Business Administration (trading partner code 73) accrues interest of \$80,000 on its borrowings from the Bureau of the Public Debt under the Credit Reform Act. The following entries should be recorded:

Providing agency Bureau of the Public Debt			Receiving agency Small Business Administration		
1340F (73)	Interest Receivable	80,000	6310F (20)	Interest Expenses on Borrowing from Treasury	80,000
5310F (73)	Interest Revenue	80,000	2140F (20)	Accrued Interest Payable	80,000

The crosswalk for financial statement reporting of these accounts is as follows:

Bureau of the Public Debt Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1340F (73)	Loans Receivable	80,000
Statement of Net Cost		5310F (73)	Program Costs - Less Earned Revenues	(80,000)

Small Business Administration Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		2140F (20)	Other liabilities	(80,000)
Statement of Net Cost		6310F (20)	Intragovernmental Program Costs	80,000

Principal Payments

The Department of Education (trading partner code 91) borrows \$200,000 from Bureau of the Public Debt to finance student loans and repays \$10,000 at the end of the first fiscal year. The following entries should be recorded:

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Providing agency Bureau of the Public Debt			Receiving agency Department of Education		
2980F (91)	Custodial Liability	10,000	2510F (20)	Principal Payable to Treasury	10,000
1350F (91)	Loans Receivable	10,000	1010	Fund Balance with Treasury	10,000

The crosswalk for financial statement reporting of these accounts is as follows:

Bureau of the Public Debt Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		2980F (91)	Other liabilities	10,000
Balance Sheet		1350F (91)	Loans Receivable	(10,000)

Department of Education Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		2510F (20)	Principal Payable to Treasury	10,000
Balance Sheet		1010	Fund Balance with Treasury	(10,000)

Gains on the disposition of FFB loans

The Department of Agriculture (trading partner code 12) prepays (early disposition) a \$50,000 FFB loan for \$48,000 (gain of \$2,000). The following entries should be recorded:

Providing agency Federal Financing Bank			Receiving agency Department of Agriculture		
1010	Fund Balance with Treasury	48,000	2520F (20)	Principal Payable to Federal Financing Bank	50,000
7210F (12)	Losses on Disposition of Assets	2,000	1010	Fund Balance with Treasury	48,000
1350F (12)	Loans Receivable	50,000	7190F (20)	Other Gains	2,000

The crosswalk for financial statement reporting of these accounts is as follows:

Federal Financing Bank Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1010	Fund Balance with Treasury	48,000
Balance Sheet		1350F (12)	Loans Receivable	(50,000)
Statement of Net Cost		7210F (12)	Intragovernmental Program Costs	2,000

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Department of Agriculture Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		2520F (20)	Debt	50,000
Balance Sheet		1010	Fund Balance with Treasury	(48,000)
Statement of Net Cost		7190F (20)	Intragovernmental Program Costs	(2,000)

Losses on the disposition of FFB loans

The Department of Agriculture (trading partner code 12) prepays a \$50,000 FFB loan for \$54,000 (loss of \$4,000). The following entries should be recorded:

Providing agency Federal Financing Bank			Receiving agency Department of Agriculture		
1010	Fund Balance with Treasury	54,000	2520F (20)	Principal Payable to the Federal Financing Bank	50,000
1350F (12)	Loans Receivable	50,000	7290F (20)	Other Losses	4,000
7110F (12)	Gains on Disposition of Assets	4,000	1010	Fund Balance with Treasury	54,000

The crosswalk for financial statement reporting of these accounts is as follows:

Federal Financing Bank	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1010	Fund Balance with Treasury	54,000
Balance Sheet		1350F (12)	Loans Receivable	(50,000)
Statement of Net Cost		7110F (12)	Intragovernmental Program Costs	(4,000)

Department of Agriculture Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		2520F (20)	Debt	50,000
Balance Sheet		1010	Fund Balance with Treasury	(54,000)
Statement of Net Cost		7290F (20)	Intragovernmental Program Costs	4,000

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Transactions with the DOL relating to the FECA

The Federal Employees' Compensation Special Benefit Fund was established under the authority of the Federal Employees' Compensation Act (FECA). The FECA Special Benefits Fund pays for income lost and medical costs for federal civilian employees injured on the job, employees who have incurred a work-related occupational disease and beneficiaries of employees whose death is attributable to a job-related injury or occupational disease.

The FECA Special Benefits Fund pays benefits on behalf of federal entities as costs are incurred and bills (charges back) the federal entity annually (August 15) for the costs incurred during the previous 12-month period ended June 30 (July 1 – June 30). Federal entities fund the FECA payments through appropriations or operating revenues. For appropriated funds, the payment is due at the beginning of the second fiscal year after receipt of the bill (approximately 15 months). These liabilities due to the FECA Special Benefits Fund are recorded by the federal entities as unfunded (if annual appropriations are used) at the time of receipt of the bill. The liability amounts (including year-end accruals) are provided by the DOL (on its website) by November 9 for the previous year ended September 30.

Annually, federal entities allocate the portion of the long term FECA actuarial liability attributable to the entity. The liability is calculated to estimate the expected liability for death, disability, medical and miscellaneous costs for approved compensation cases. The liability amounts and the calculation methodologies are provided by DOL to the federal entities by October 31 for the previous fiscal year ended September 30. However, the actuarial liability is not part of the intragovernmental eliminations process.

Federal entities with annual appropriations should recognize the unfunded liability for the chargebacks at the time of receipt of the bill. The amount recorded should equal the amount billed by DOL. Generally, Federal entities with no-year appropriations should recognize a funded liability and the funding availability at the time of the receipt of the chargeback from DOL.

On or before August 15 of each year DOL submits a yearly billing (chargeback) report to federal entities. The report is entitled Notification of Workers' Compensation Cost Incurred on Your Behalf (annual chargeback report) and covers the preceding 12-month period ended June 30 (July 1 through June 30). Additionally, each entity receives a quarterly Detailed Chargeback Report. The quarterly report provides a detailed listing of amounts paid by the FECA fund during the previous quarter. The current year FECA expense and total liability will be calculated using information contained in these reports. In general, the FECA expense and liability will be calculated as follows:

Accrued FECA liability:

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The amount of accrued FECA liability (unfunded) for the year ended September 30, 20X2 should equal:

Add: Annual FECA Chargeback Report for the period July 1, 20X0 through June 30, 20X1.
Add: Annual FECA Chargeback Report for the period July 1, 20X1 through June 30, 20X2.
Add: Quarterly FECA Chargeback Report for the quarter ended September 30, 20X2.

FECA expense:

The current year expense should equal:

Add: Annual FECA Chargeback Report for the period July 1, 20X1 through June 30, 20X2.
Add: Quarterly FECA Chargeback Report for the quarter ended September 30, 20X2.
Less: Quarterly FECA Chargeback Report for the quarter ended September 30, 20X1.

When the federal agencies receive budgetary authority to pay DOL for the accrued FECA costs, the unfunded FECA liability should be reclassified to funded liability. The funded liability will be reduced when the payment of the chargeback is made to DOL-FECA. Federal entities with no year appropriations should record a funded liability upon receipt of the billing from DOL.

Annually, federal entities are allocated the portion of the long term FECA actuarial liability attributable to the entity. The liability is calculated to estimate the expected liability for death, disability, medical and miscellaneous costs for approved compensation cases. The liability amounts and the calculation methodologies are provided by DOL to the federal entities by November 9 for the previous fiscal year ended September 30. Each federal entity should record its portion of the FECA actuarial liability based on amounts provided by DOL. Each year, Federal entities should record the change in the actuarial liability. The entity's actuarial liability balance should equal the amounts provided by DOL. The expense incurred for the year should equal the difference between the current year's liability and the liability for the previous year.

FECA liability and FECA actuarial liability transactions

The Department of Justice (trading partner code 15) received the following reports/information from the DOL (trading partner code 16):

- I. Quarterly FECA Chargeback Report:
- | | |
|-----------------------------------|---------|
| July 1, 2000 - September 30, 2000 | \$4,000 |
| July 1, 2001 - September 30, 2001 | \$3,000 |
- II. Notification of Workers Compensation Cost Incurred on Your Behalf by DOL Employment Standard Administration Report (Annual FECA Chargeback Report):
- | | |
|------------------------------|----------|
| July 1, 1998 – June 30, 1999 | \$15,000 |
|------------------------------|----------|

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July 1, 1999 – June 30, 2000	\$18,000
July 1, 2000 – June 30, 2001	\$20,000
III. DOL Actuarial Liability Estimates for Future Workers' Compensation Benefits Report:	
Fiscal year 2000	\$140,000
Fiscal year 2001	\$160,000
IV. Accrued FECA liability for fiscal year 2000 (prior year trial balance)	\$37,000

The following sections provide the fiscal year 2001 beginning trial balance, accounting entries, preclosing trial balance and financial statements for the DOJ (partner code 15) and the DOL (partner code 16) based on the above information.

1. Accrued FECA Liability and Expense: Federal entities receive FECA chargeback reports from the DOL and record accruals for the unfunded FECA liability and expense incurred during the current fiscal year. (If the federal entity has no year appropriations, the FECA liability would be funded).

Department of Justice Example:

The DOJ unfunded FECA liability and FECA expense for fiscal year 2001 is calculated as follows:

Annual FECA Chargeback for 7/1/99 - 6/30/00	\$18,000
Annual FECA Chargeback for 7/1/00 - 6/30/01	20,000
Quarterly FECA Chargeback for 7/1/01 - 9/30/01	3,000
	<hr/>
Unfunded FECA liability for fiscal year 2001	41,000
Unfunded FECA liability for fiscal year 2000	(37,000)
	<hr/>
Fiscal Year 2001 Unfunded FECA expense	\$4,000
	<hr/>
Annual FECA Chargeback for 7/1/00 – 6/30/01	\$20,000
Quarterly FECA Chargeback for 7/1/00 – 9/30/00	(4,000)
Quarterly FECA Chargeback for 7/1/01 – 9/30/01	3,000
	<hr/>
Fiscal Year 2001 total FECA expense	\$19,000
	<hr/>

Beginning Balance s - 10/1/00:

Department of Labor	Line #	Acct. #	Financial Statement Line Title	Amount
Balance Sheet		1010	Fund Balance with Treasury	8,000
Balance Sheet		1310F (15)	Accounts Receivable, Net	37,000
Balance Sheet		3310	Cumulative Results of Operations	(45,000)

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Department of Justice	Line #	Acct. #	Financial Statement Line Title	Amount
Balance Sheet		2225F (16)	Unfunded FECA Liability	(37,000)
Balance Sheet		3310	Cumulative Results of Operations	37,000

**Proprietary entry to appropriate the Annual FECA Chargeback
7/1/98 – 6/30/99:**

Providing agency Department of Labor	Receiving agency Department of Justice
No Entry	1010 Fund Balance with Treasury 15,000
	3100 Unexpended Appropriations 15,000

**Entry to reclassify unfunded accrued FECA liability and expense to funded accrued FECA liability
and expense for the Annual FECA Chargeback 7/1/98 – 6/30/99:**

Providing agency Department of Labor	Receiving agency Department of Justice
1310F (15) Accounts Receivable (funded) 15,000	2225F (16) Unfunded FECA Liability 15,000
1310F (15) Accounts Receivable (unfunded) 15,000	2215F (16) Other Post Employment Benefits Due and Payable 15,000
5400F (15) Benefit Program Revenue (unfunded) 15,000	6400F (16) Benefits Expense 15,000
5400F (15) Benefit Program Revenue (funded) 15,000	6850F (16) Employer Contributions to Employee Benefit Programs Not Requiring Current Year Budget Authority 15,000
	3100 Unexpended Appropriations 15,000
	5700 Appropriations Used 15,000

Entry to record DOJ payment to DOL for Annual FECA Chargeback 7/1/98 – 6/30/99

Providing agency Department of Labor	Receiving agency Department of Justice
1010 Fund Balance with Treasury 15,000	2215F (16) Other Post-Employment Benefits Due and Payable 15,000
1310F (15) Accounts 15,000	1010 Fund Balance with 15,000

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Providing agency Department of Labor	Receiving agency Department of Justice
Receivable	Treasury

The crosswalk for financial statement reporting of these accounts is as follows:

Department of Labor	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1010	Fund Balance with Treasury	15,000
Balance Sheet		1310F (15)	Accounts Receivable, Net	(15,000)

Department of Justice	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		2215F (16)	Other Liabilities	15,000
Balance Sheet		1010	Fund Balance with Treasury	(15,000)

Entry to record DOL payment of FECA claims on behalf of DOJ

Providing agency Department of Labor	Receiving agency Department of Justice
6400 Benefits Expense 19,000	No Entry
1010 Fund Balance with Treasury 19,000	

Entry to record DOJ accrued FECA expense for fiscal year 2001

Providing agency Department of Labor	Receiving agency Department of Justice
1310F (15) Accounts Receivable (unfunded) 19,000	6850F (16) Employer Contributions to Employee Benefit Programs Not Requiring Current - Year Budget Authority 19,000
5400F (15) Benefit Program Revenue (unfunded) 19,000	2225F (16) Unfunded FECA Liability 19,000

The pre-closing trial balance crosswalk of these accounts is as follows:

Department of Labor	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1010	Fund Balance with Treasury	4,000
Balance Sheet		1310F (15)	Accounts Receivable (unfunded)	41,000
Balance Sheet		3310	Cumulative Results of Operations	(45,000)
Statement of Net Cost		5400F (15)	Benefit Program Revenue (funded)	(15,000)
Statement of Net Cost		5400F (15)	Benefit Program Revenue (unfunded)	(4,000)
Statement of Net Cost		6100N	Operating Expenses/Program Costs	19,000

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Department of Justice	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		2225F (16)	Unfunded FECA Liability	(41,000)
Balance Sheet		3310	Cumulative Results of Operation	37,000
Statement of Net Cost		5700	Appropriated Capital Used	(15,000)
Statement of Net Cost		6400F (16)	Benefits Expense	15,000
Statement of Net Cost		6850F (16)	Employer Contributions to Employee Benefit Programs Not Requiring Current -Year Budget Authority	4,000

Actuarial FECA Liability

Federal agencies record the change in the FECA actuarial liability to adjust the liability to equal the amount provided by DOL on the Actuarial Liability Estimates for Future Workers Compensation Benefits Report. Actuarial liabilities for future benefits should be recorded in federal entity records as N transactions. The DOL does not record a corresponding entry. Additionally, budgetary accounting is not required when recording transactions related to the actuarial liability.

The Department of Justice change in the FECA actuarial liability is calculated as follows:

Fiscal Year 2001	\$160,000
Fiscal Year 2000	(140,000)
Fiscal Year 2001 Actuarial expense	<u>\$ 20,000</u>

Department of Justice Beginning Trial Balance (10/1/2000)	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		2650N	Actuarial Liability	(140,000)
Balance Sheet		3310	Cumulative Results of Operations	140,000

Entry to record the change in the FECA actuarial liability in 2001

Providing agency Department of Labor	Receiving agency Department of Justice
No entry	7600N Changes in 20,000 Actuarial Liability
	2650N Actuarial FECA 20,000 Liability

The pre-closing reporting of these accounts for 9/30/2001 is as follows:

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Department of Justice Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		2650N	Actuarial FECA Liability	(160,000)
Balance Sheet		3310	Cumulative Results of Operation	140,000
Statement of Net Cost		7600N	Changes in Actuarial Liability	20,000

Transactions with the OPM relating to Employee Benefit Programs

OPM administers three earned benefit programs for civilian Federal employees: the Retirement Program - comprised of the Civil Service Retirement System and the Federal Employees' Retirement System; the Federal Employees Health Benefits Program; and the Federal Employees Group Life Insurance Program.

Retirement Program: OPM administers a Retirement Program that includes two components of defined benefits: the Civil Service Retirement System (CSRS) and the Federal Employees' Retirement System (FERS). The CSRS is a stand-alone plan covering most Federal employees hired before 1984, and is closed to new members. Using Social Security as a base, the FERS provides a defined benefit and a thrift savings plan generally to employees who first entered a covered position on or after January 1, 1984. OPM administers the defined benefit portion of the FERS. For the CSRS, the law fixes the contributions by and for most participants at a combined percent of basic pay. Since the cost to provide a future benefit to most CSRS employees is higher than the contributions, the combined contributions by and for most participants do not cover the cost of the CSRS. The service cost of providing future benefits to FERS employees is fully covered by the combined employee and employer contributions.

Since total contributions by and for covered employees fall short of the service cost of the Program, SFFAS No. 5 requires that employing agencies recognize their share of this "shortfall" as an imputed cost. By September 15, OPM will provide the cost factors to agencies needed to calculate and record imputed cost.

Health Benefits Program: The Federal Employees Health Benefits Program (FEHBP) provides health benefits for covered employees and annuitants. The FEHBP is contributory, with the cost shared by the covered participant and his/her employer, based upon a formula in law. For covered annuitants, the employer contribution is paid from an OPM appropriation. Since there is no provision in law to cover the cost of providing health benefits to current employees after they retire, SFFAS No. 5 requires employing agencies to recognize their share of that cost as an imputed cost. OPM will provide to employing agencies by September 15, the cost factors needed to calculate and record imputed cost.

Life Insurance Program: The Federal Employees Group Life Insurance (FEGLI) is contributory, with the full cost of premiums for basic coverage shared by the covered

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participant and his/her employer. For covered annuitants, the employer contribution to basic coverage derives from an OPM appropriation. (The cost for the optional coverage is borne entirely by the covered individual). Based upon a formula in law, participants contribute approximately two-thirds of the cost of premiums, with the applicable employing agency contributing the remainder. Since there is no provision in law to cover the cost of providing life insurance benefits to current employees after they retire, SFFAS No. 5 requires employing agencies to recognize their share of that cost as an imputed cost. OPM will provide to employing agencies by September 15, the cost factors needed to calculate and record imputed cost.

Payroll Cross-Servicing Arrangements: Agencies using cross-servicing agencies (the USDA National Finance Center, the Department of the Interior and the General Services Administration) are responsible for reconciling their payroll data to the OPM information (the cross-servicers are not responsible).

The following are contacts for payroll information:

<u>Cross-servicer</u>	<u>Contact</u>	<u>Phone</u>
National Finance Center	Patrick Foret	504-255-4110
Department of the Interior	Sandy Gregory	303-969-7739
General Services Administration	Mark Lutz	816-926-5118

Agency (employer) contributions (cash basis)

The Department of Housing and Urban Development (trading partner code 86) makes employer contributions for Retirement (\$8,500), Health Benefits (\$2,500) and Life Insurance (\$2,000). The total contribution of \$13,000 is remitted to OPM when the payroll is paid.

Providing agency Office of Personnel Management			Receiving agency Department of Housing and Urban Development		
1010	Fund Balance with Treasury	13,000	6400F (24)	Benefit Expense	13,000
5400F (86)	Benefit Program Revenue	13,000	1010	Fund Balance with Treasury	13,000

The crosswalk for financial statement reporting of these accounts is as follows:

Office of Personnel Management Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1010	Fund Balance with Treasury	13,000
Statement of Net Cost		5400F (86)	Program Costs - Less Earned Revenue	(13,000)

Department of Housing and Urban Development Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1010	Fund Balance with Treasury	(13,000)

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Department of Housing and Urban Development Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Statement of Net Cost		6400F (24)	Intragovernmental Program Costs	13,000

Agency (employer) contributions (year end accrual)

There are two pay periods that affect the computation of the year-end accrual:

1. The pay period with an ending date in fiscal year 2002, but with a payroll paid date in the next fiscal year. For example, assume a pay period begins on September 8, 2002 and ends on September 21, 2002 with a payroll paid date of October 2, 2002. The employer contribution for the entire pay period would be included in the year-end accrual.
2. The pay period that "straddles" September 30, 2002. For example, assume the pay period begins on September 22, 2002 and ends on October 5, 2002 with a payroll paid date of October 16, 2002. In this case, 60% of employer contributions would be included in the year-end accrual. Agencies should use the ratio of the number of workdays in the prior fiscal year divided by the total number of workdays in the "straddling" pay period to compute this portion of the accrual.

The Department of Housing and Urban Development payroll was \$50,000 for each pay period ended September 21 and October 5 (Saturdays for this example). Employer contributions are \$6,500 for each pay period. The straddle period (October 16 payroll) is 6 working days/10 working days. The following are the entries:

Providing agency Office of Personnel Management			Receiving agency Department of Housing and Urban Development		
Pay period ended September 21			Pay period ended September 21		
1320F (86)	Employment Benefit Contributions Receivable	6,500	6400F (24)	Benefit Expense	6,500
5400F (86)	Benefit Program Revenue	6,500	2213F (24)	Employer Contributions and Payroll Taxes Payable	6,500
Pay period ended October 5			Pay period ended October 5		
1320F (86)	Employment Benefit Contributions Receivable	3,900	6400F (24)	Benefit Expense	3,900
5400F (86)	Benefit Program Revenue	3,900	2213F (24)	Employer Contributions and Payroll Taxes Payable	3,900

The entry for September 23 would also apply to Voluntary Separation Incentive Payments.

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The crosswalk for financial statement reporting of these accounts is as follows:

Office of Personnel Management Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1320F (86)	Accounts Receivable, Net	6,500
Balance Sheet		1320F (86)	Accounts Receivable, Net	3,900
Statement of Net Cost		5400F (86)	Program Costs - Less Earned Revenue	(6,500)
Statement of Net Cost		5400F (86)	Program Costs - Less Earned Revenue	(3,900)

Department of Housing and Urban Development Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		2213F (24)	Other Liabilities	(6,500)
Balance Sheet		2213F (24)	Other Liabilities	(3,900)
Statement of Net Cost		6400F (24)	Intragovernmental Program Costs	6,500
Statement of Net Cost		6400F (24)	Intragovernmental Program Costs	3,900

Imputed costs

The Department of the Interior computes its imputed costs as \$109,950 [Retirement - \$8,690, Health Benefits - \$101,160 and Life - \$100]. The following are the entries:

Providing agency Office of Personnel Management	Receiving agency Department of the Interior
No entries	6730F (24) Imputed Costs 109,950 5780F (24) Imputed Financing 109,950 Sources

The crosswalk for financial statement reporting of these accounts is as follows:

Department of Interior	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Statement of Net Cost		6730F (24)	Intragovernmental Program Costs	109,950
Statement of Changes in Net Position		5780F (24)	Imputed Financing	(109,950)

Services provided

Services provided between agencies can include administrative support, financial accounting and grants management, disbursement of funds, consulting, telecommunication, child care and other functions where the providing agency incurs costs to provide services and bills the receiving agency fees for the services.

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The Army Corps of Engineers (trading partner code 96) provided \$120,000 of engineering services for the Department of Transportation (trading partner code 69). The Army Corps of Engineers records the transaction through IPAC when the services are completed (the Army Corps of Engineers does not bill the transactions before collecting since the collection occurs on the day the amounts would be billable). The Department of Transportation records the entry when the transaction is posted through IPAC (in the same accounting period). The following entries should be recorded:

Providing agency Army Corps of Engineers			Receiving agency Department of Transportation		
1010	Fund Balance with Treasury	120,000	6100F (96)	Operating Expenses/Program Costs	120,000
5200F (69)	Revenue from Services Provided	120,000	1010	Fund Balance with Treasury	120,000

The crosswalk for financial statement reporting of these accounts is as follows:

Army Corps of Engineers Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1010	Fund Balance with Treasury	120,000
Statement of Net Cost		5200F (69)	Program Costs - Less Earned Revenues	(120,000)

Department of Transportation Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1010	Fund Balance with Treasury	(120,000)
Statement of Net Cost		6100F (96)	Intragovernmental Program Costs	120,000

Goods/products

Goods/products sold or leased between agencies include cars, equipment, manufactured goods, office space, supplies and other similar transactions where the providing agency manufactures, distributes or owns the assets which are sold or leased to the receiving agency. The following examples demonstrate three transactions: the receiving agency records the items as expenses, the receiving agency records the items as fixed assets and the receiving agency records the items as inventory. These entries are for agencies that routinely provide goods/products to other agencies. Agencies who periodically sell agency owned and used assets to agencies should use the transactions in the *Sale of equipment* (below) as a basis for recording entries. Agencies should classify fixed assets and inventory into the appropriate USSGL accounts based on the items purchased.

Goods recorded as expenses by receiving agency

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Federal Prison Industries, Inc. (Department of Justice trading partner code 15) sold \$45,000 of small office furniture to the Department of Health and Human Services. The small office furniture was delivered to the Department of Health and Human Services (trading partner code 75) before September 30. The IPAC transaction occurred on October 15. The Department of Health and Human Services recorded the small office furniture as expenditures.

The following entries should be recorded as of September 30:

Providing agency Federal Prison Industries, Inc.			Receiving agency Health and Human Services		
1310F (75)	Accounts Receivable	45,000	6100F (15)	Operating Expenses/Program Costs	45,000
5100F (75)	Revenues from Goods Sold	45,000	2110F (15)	Accounts Payable	45,000

The crosswalk for financial statement reporting of these accounts is as follows:

Federal Prison Industries, Inc. Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1310F (75)	Accounts Receivable, Net	45,000
Statement of Net Cost		5100F (75)	Program Costs - Less Earned Revenues	(45,000)

Health and Human Services Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		2110F (15)	Accounts Payable	(45,000)
Statement of Net Cost		6100F (15)	Intragovernmental Program Costs	45,000

Goods recorded as assets by the receiving agency

Federal Prison Industries, Inc. (Department of Justice trading partner code 15) sold \$475,000 of systems furniture to the Department of Health and Human Services. The systems furniture was delivered to the Department of Health and Human Services (trading partner code 75) before September 30. The IPAC transaction occurred on October 15. The Department of Health and Human Services recorded the systems furniture as assets (capitalized) in the September accounting period.

For these N accounts, a mechanism was established for FY 2003 to identify and summarize the transactions as intragovernmental purchases that are recorded as inventory, property or other capitalized assets. This is demonstrated with the application of memorandum account 8802, Purchases-Assets, (effective for FY 2003) with trading partner code (xx) below.

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The following entries should be recorded as of September 30. The N accounts are listed to demonstrate the reciprocal relationships.

Providing agency Federal Prison Industries, Inc.			Receiving agency Health and Human Services		
1310F (75)	Accounts Receivable	475,000	8802F (15)*	Purchases-Assets	475,000
5100F (75)	Revenues from Goods Sold	475,000	2110F (15)	Accounts Payable	475,000

* In FY 2002, the asset would be debited to SGL account 1890N, Other General Property, Plant and Equipment. In addition, for FY 2002 agencies are required to identify their trading partner in FACTS I, Note 24.

The future depreciation of the assets has no affect on the intragovernmental activity and should be recorded as an N account transaction within the Department of Health and Human Services general ledger. Depreciation should be calculated in accordance with the Department of Health and Human Services policies and procedures.

The crosswalk for financial statement reporting of these accounts is as follows:

Federal Prison Industries, Inc. Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1310F (75)	Accounts Receivable, Net	475,000
Statement of Net Cost		5100F (75)	Program Costs - Less Earned Revenues	(475,000)

Health and Human Services Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet *		1890N (15)	General Property, Plant and Equipment, Net	475,000
Balance Sheet		2110F (15)	Accounts Payable	(475,000)

* For FY 2003 the increase in General Property, Plant and Equipment, Net for Federal purchases is reflected in SGL account 8802. SGL 8802F (15) is closed out to SGL account 8801F (15), Asset Activity Summary.

Goods recorded as supplies inventory by the receiving agency

The General Services Administration (trading partner code 47) sold \$25,000 of supplies to the Department of Health and Human Services. The supplies were delivered to the Department of Health and Human Services (trading partner code 75) before September 30. The IPAC transaction occurred on October 15. The Department of Health and Human Services recorded the supplies as inventory in the September accounting period. This entry is recorded regardless of when the Department of Health and Human Services uses and/or issues the inventory for use.

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For these N accounts, a mechanism was established for FY 2003 to identify and summarize the transactions as intragovernmental purchases that are recorded as inventory, property or other capitalized assets. This is demonstrated with the application of memorandum account 8802, Purchases-Assets, (effective for FY 2003) with trading partner code (xx) below.

The following entries should be recorded as of September 30, 2003:

Providing agency General Services Administration			Receiving agency Health and Human Services		
1310F (75)	Accounts Receivable	25,000	8802F (47)*	Purchases-Assets	25,000
5100F (75)	Revenues from Goods Sold	25,000	2110F (47)	Accounts Payable	25,000

* In FY 2002, the asset would be debited to SGL account 1511N, Inventory and Related Property, Net. In addition, for FY 2002 agencies are required to identify their trading partner in FACTS I, Note 24.

The crosswalk for financial statement reporting of these accounts is as follows:

General Services Administration Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1310F (75)	Accounts Receivable, Net	25,000
Statement of Net Cost		5100F (75)	Program Costs - Less Earned Revenues	(25,000)

Health and Human Services Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet *		1511N (47)	Inventory and Related Property, Net	25,000
Balance Sheet		2110F (47)	Accounts Payable	(25,000)

* For FY 2003 the increase in inventory for Federal purchases is reflected in SGL account 8802. SGL 8802F (47) is closed out to SGL account 8801F (47), Asset Activity Summary.

Reimbursables

Reimbursables are similar to services, except the amounts billed to the receiving agency by the providing agency are based on actual costs incurred (instead of on a fee basis). Many times these transactions occur within agencies when an administrative group provides services for bureaus throughout the agency. The providing agency should have policies, procedures, systems and documentation for cost accumulation supporting amounts billed to receiving agencies. The following are examples of transactions with an advance provided to the providing agency and transactions without an advance.

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The Department of Veterans Affairs Facilities Management Field Service provides technical consulting services, project management, real property administration (including leases, site acquisition and disposal activities directly supporting projects) for other components of the Department of Veterans Affairs on a reimbursable basis. The following are the entries to reflect the activity with an advance and without an advance.

Advance

The Department of Veterans Affairs Veterans Health Administration issues a delivery order for \$150,000 of services and provides an advance in the same amount.

The following entries should be recorded:

Providing agency VA Facilities Management Service			Receiving agency VA Health Administration		
1010	Fund Balance with Treasury	150,000	1410F (36)	Advances to Others	150,000
2310F (36)	Advances from Others	150,000	1010	Fund Balance with Treasury	150,000

The crosswalk for financial statement reporting of these accounts is as follows:

VA Facilities Management Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1010	Fund Balance with Treasury	150,000
Balance Sheet		2310F (36)	Other Liabilities	(150,000)

VA Health Administration Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1010	Fund Balance with Treasury	(150,000)
Balance Sheet		1410F (36)	Other Assets	150,000

The VA Facilities Management Service incurs \$150,000 of reimbursable expenses.

The following entry should be recorded:

Providing agency VA Facilities Management Service			Receiving agency VA Health Administration		
6100N	Operating Expenses/Program Costs	150,000	No transaction.		
1010	Fund Balance with Treasury	150,000			

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The VA Facilities Management Service completed services and recognizes the advance received as revenues. The VA Health Administration recognizes the advance paid as expenses.

The following entries should be recorded:

Providing agency VA Facilities Management Service			Receiving agency VA Health Administration		
2310F (36)	Advances from Others	150,000	6100F (36)	Operating Expenses/Program Costs	150,000
5200F (36)	Revenue from Services Provided	150,000	1410F (36)	Advances to Others	150,000

The crosswalk for financial statement reporting of these accounts is as follows:

VA Facilities Management Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Statement of Net Cost		6100N	Program Costs	150,000
Statement of Net Cost		5200F (36)	Program Costs - Less Earned Revenues	(150,000)

VA Health Administration Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Statement of Net Cost		6100F (36)	Intragovernmental Program Costs	150,000

No advance³

The Department of Veterans Affairs Facilities Management Service completed services (or cut-off cost accumulation for a period) and billed \$150,000 to the Department of Veterans Affairs Health Administration.

The following entries should be recorded:

Providing agency VA Facilities Management Service			Receiving agency VA Health Administration		
1010	Fund Balance with Treasury	150,000	6100F (36)	Operating Expenses/Program Costs	150,000
5200F (36)	Revenue from Services Provided	150,000	1010	Fund Balance with Treasury	150,000

The VA Facilities Management Service incurs \$150,000 of reimbursable expenses.

³ Accounting for Treasury managed funds (collections/disbursements by Treasury on behalf of other agencies would be accounted for in a similar manner as no advance reimbursables).

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The following entry should be recorded:

Providing agency VA Facilities Management Service			Receiving agency VA Health Administration	
6100N	Operating Expenses/Program Costs	150,000	No transaction.	
1010	Fund Balance with Treasury	150,000		

The crosswalk for financial statement reporting of these accounts is as follows:

VA Facilities Management Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1010	Fund Balance with Treasury	150,000
Statement of Net Cost		6100N	Program Costs	150,000
Statement of Net Cost		5200F (36)	Program Costs - Less Earned Revenues	(150,000)

VA Health Administration Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1010	Fund Balance with Treasury	(150,000)
Statement of Net Cost		6100F (36)	Intragovernmental Program Costs	150,000

If there was a cut-off billing at year-end (rather than a cash transaction), the following entries should be recorded as of September 30:

Providing agency VA Facilities Management			Receiving agency VA Health Administration	
1310F (36)	Accounts Receivable	150,000	6100F (36)	Operating Expenses/Program Costs 150,000
5200F (36)	Revenues from Services Provided	150,000	2110F (36)	Accounts Payable 150,000

The crosswalk for financial statement reporting of these accounts is as follows:

VA Facilities Management Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1310F (36)	Accounts Receivable, Net	150,000
Statement of Net Cost		5200F (36)	Program Costs - Less Earned Revenues	(150,000)

VA Health Administration Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		2110F (36)	Accounts Payable	(150,000)
Statement of Net Cost		6100F (36)	Intragovernmental Program Costs	150,000

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Sale of equipment

Sales of equipment can occur between agencies at book value or with a gain or loss to the providing (selling) agency.

Accounting for gains/losses in future years

Gains/losses on intragovernmental equipment sales will need to be tracked by the receiving agency on a separate schedule to be provided to FMS with the FACTS I data. This information is necessary for preparation of the consolidated financial statements. If the gain/loss is material to the receiving agency, the following information should be provided to FMS:

- Amount of gain/loss.
- Date of the transaction.
- Amount of gain/loss depreciated by year, for each year commencing with the transaction.

This information does not need to be recorded in the agency's records.

The following are examples of each scenario.

Sale of equipment at net book value

The Department of Energy (trading partner code 89) sold \$650,000 of equipment to the Department of Commerce (trading partner code 13). The book value of the equipment was \$650,000 (cost \$750,000 and accumulated depreciation \$100,000). The Department of Commerce should record the equipment for the amount paid (\$650,000) without any accumulated depreciation.

For these N accounts, a mechanism was established for FY 2003 to identify and summarize the transactions as intragovernmental purchases that are recorded as inventory, property or other capitalized assets. This is demonstrated with the application of memorandum account 8802, Purchases-Assets, (effective for FY 2003) with trading partner code (xx) below.

The following entries should be recorded (in FY 2003):

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Providing agency Department of Energy			Receiving agency Department of Commerce		
1010	Fund Balance with Treasury	650,000	8802F (89)	Purchases-Assets *	650,000
8802F (13)	Purchases-Assets *	750,000	1010	Fund Balance with Treasury	650,000
1759N (13)	Accumulated Depreciation	100,000			

* In FY 2002, the Dept. of Energy would credit SGL account 1750N, Equipment, for \$750,000, and the Dept. of Commerce would debit SGL account 1750N for \$650,000. In addition, for FY 2002 agencies are required to identify their trading partner in FACTS I, Note 24.

The future depreciation of the assets has no affect on the intragovernmental activity and should be recorded as an N account transaction within the Department of Commerce general ledger. Depreciation should be calculated in accordance with the Department of Commerce policies and procedures.

The crosswalk for financial statement reporting of these accounts is as follows:

Department of Energy Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1010	Fund Balance with Treasury	650,000
Balance Sheet*		1750N (13)	General Property, Plant and Equipment, Net	(750,000)
Balance Sheet		1759N (13)	Accumulated Depreciation	100,000

* For FY 2003 the decrease in Equipment is reflected in SGL account 8802. SGL 8802F (13) is closed out to SGL account 8801F (13), Asset Activity Summary.

Department of Commerce Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1010	Fund Balance with Treasury	(650,000)
Balance Sheet*		1750N (89)	General Property, Plant and Equipment, Net	650,000

* For FY 2003 the increase in Equipment is reflected in SGL account 8802. SGL 8802F (89) is closed out to SGL account 8801F (89), Asset Activity Summary.

Sale of equipment with a gain

The Department of Energy (trading partner code 89) sold \$650,000 of equipment to the Department of Commerce (trading partner code 13). The book value of the equipment was \$550,000 (cost \$550,000, accumulated depreciation \$0).

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The mechanism to identify and summarize the transactions as an intragovernmental purchase and sale, and the associated gain, is demonstrated below.

The following entries should be recorded (in FY 2003):

Providing agency Department of Energy			Receiving agency Department of Commerce		
1010	Fund Balance with Treasury	650,000	8802 (89)	Purchases-Assets*	650,000
8802F (13)	Purchases-Assets*	550,000	1010	Fund Balance with Treasury	650,000
7110F (13)	Gains on Disposition of Assets	100,000			

* In FY 2002, the Dept. of Energy would credit SGL account 1750N, Equipment, for \$550,000, and the Dept. of Commerce would debit SGL account 1750N for \$650,000. There would be no change in the recording of the gain. In addition, for FY 2002 agencies are required to identify their trading partner in FACTS I, Note 24.

The crosswalk for financial statement reporting of these accounts is as follows:

Department of Energy Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1010	Fund Balance with Treasury	650,000
Balance Sheet		1750N (13)	General Property, Plant and Equipment, Net*	(550,000)
Statement of Net Cost		7110F (13)	Intragovernmental Program Costs	(100,000)

* For FY 2003 the decrease in Equipment is reflected in SGL account 8802. SGL 8802F (13) is closed out to SGL account 8801F (13), Asset Activity Summary.

Department of Commerce Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1010	Fund Balance with Treasury	(650,000)
Balance Sheet		1750N (89)	General Property, Plant and Equipment, Net*	650,000

* For FY 2003 the increase in Equipment is reflected in SGL account 8802. SGL 8802F (89) is closed out to SGL account 8801F (89), Asset Activity Summary.

Sale of equipment with a loss

The Department of Energy (trading partner code 89) sold \$650,000 of equipment to the Department of Commerce (trading partner code 13). The book value of the equipment was \$700,000 (cost \$700,000, accumulated depreciation \$0).

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The mechanism to identify and summarize the transactions as an intragovernmental purchase and sale, and the associated gain, is demonstrated below.

The following entries should be recorded (in FY 2003):

Providing agency Department of Energy			Receiving agency Department of Commerce		
1010	Fund Balance with Treasury	650,000	8802F (89)	Purchases-Assets*	650,000
8802F (13)	Purchases-Assets*	700,000	1010	Fund Balance with Treasury	650,000
7210F (13)	Losses on Disposition of Assets	50,000			

* In FY 2002, the Dept. of Energy would credit SGL account 1750N, Equipment, for \$700,000, and the Dept. of Commerce would debit SGL account 1750N for \$650,000. There would be no change in the recording of the loss. In addition, for FY 2002 agencies are required to identify their trading partner in FACTS I, Note 24.

The crosswalk for financial statement reporting of these accounts is as follows:

Department of Energy Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1010	Fund Balance with Treasury	650,000
Balance Sheet*		1750N (13)	General Property, Plant and Equipment, Net	(700,000)
Statement of Net Cost		7210F (13)	Intragovernmental Program Costs	50,000

* For FY 2003 the decrease in Equipment is reflected in SGL account 8802. SGL 8802F (13) is closed out to SGL account 8801F (13), Asset Activity Summary.

Department of Commerce Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1010	Fund Balance with Treasury	(650,000)
Balance Sheet		1750N (89)	General Property, Plant and Equipment, Net	650,000

* For FY 2003 the increase in Equipment is reflected in SGL account 8802. SGL 8802F (13) is closed out to SGL account 8801F (13), Asset Activity Summary.

Transfers, appropriations used and collections for others and unusual assets and liabilities related to appropriations

Funding may be transferred from one agency to another. The providing agency transfers the funds to the receiving agency. Funds are transferred based on an agreement between

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the agencies. The funding is transferred based on the terms of the agreement and can occur at the time the agreement commences or as expenditures are incurred.

Receivables/payables for the amount in the agreement are established if the transfer is to be funded based on cash needs of the receiving agency. Subsequent cash transfers are recorded as reductions of the receivables/payables. A transfer is recorded (without receivables/payables) if all of the cash is transferred at the commencement of the agreement.

The following are examples of transfers where funds are sent to the receiving agency at commencement of the agreement and where funds are sent to the receiving agency when the receiving agency incurs expenses.

Transfer where funds are sent to the receiving agency when the agreement commences

The DOL (trading partner code 16) receives a transfer appropriation from the Environmental Protection Agency (trading partner code 68) of \$550,000. The Environmental Protection Agency sends all of the funds to the DOL when the agreement commences. Trading partner codes should be used with the 3100 Unexpended Appropriations to facilitate both financial reporting and the reconciliation process when funds are transferred between agencies.

The following entries should be recorded.

Providing agency Environmental Protection Agency			Receiving agency Department of Labor		
3100 (16)	Unexpended	550,000	1010	Fund Balance with	550,000
	Appropriations			Treasury	
1010	Fund Balance with	550,000	3100 (68)	Unexpended	550,000
	Treasury			Appropriations	

The crosswalk for financial statement reporting of these accounts is as follows:

Environmental Protection Agency Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1010	Fund Balance with Treasury	(550,000)
Statement of Changes in Net Position		3100 (16)	Increase/Decrease in Unexpended Appropriations	550,000

Department of Labor Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1010	Fund Balance with Treasury	550,000
Statement of Changes in Net Position		3100 (68)	Increase/Decrease in Unexpended Appropriations	(550,000)

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Transfer where funds are disbursed to the receiving agency as expenditures are incurred

The DOL (trading partner code 16) receives a transfer appropriation from the Environmental Protection Agency (trading partner code 68) of \$550,000. The Environmental Protection Agency provides funding to the DOL as it incurs costs. The first entry is to record the receivables and payables. Trading partner codes will be used with the 3100 Unexpended Appropriations to facilitate both financial reporting and the reconciliation process when funds are transferred between agencies.

The following entries should be recorded:

Providing agency Environmental Protection Agency			Receiving agency Department of Labor		
3100 (16)	Unexpended Appropriations	550,000	1335F ⁴ (68)	Expenditure Transfers Receivable	550,000
2155F (16)	Expenditure Transfers Payable	550,000	3100 (68)	Unexpended Appropriations	550,000

The crosswalk for financial statement reporting of these accounts is as follows:

Environmental Protection Agency Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		2155F (16)	Expenditure Transfers Payable	(550,000)
Statement of Changes in Net Position		3100 (16)	Increase/Decrease in Unexpended Appropriations	550,000

Department of Labor Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1335F (68)	Expenditure Transfers Receivable	550,000
Statement of Changes in Net Position		3100 (68)	Increase/Decrease in Unexpended Appropriations	(550,000)

The DOL incurs \$150,000 of expenses (entries to record the expenses in the DOL records are not shown - see reimbursables for an example of recording expenses). The second entry is when cash is transferred as disbursements are incurred.

⁴ 1330F Receivable for Transfers of Currently Invested Balances and 2150F Payable for Transfers of Currently Invested Balances can also be used in this entry.

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The following entries should be recorded:

Providing agency Environmental Protection Agency			Receiving agency Department of Labor		
2155F (16)	Expenditure	150,000	1010	Fund Balance with Treasury	150,000
1010	Fund Balance with Treasury	150,000	1335F (68)	Expenditure Transfers Receivable	150,000

The crosswalk for financial statement reporting of these accounts is as follows:

Environmental Protection Agency Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1010	Fund Balance with Treasury	(150,000)
Balance Sheet		2155F (16)	Expenditure Transfers Payable	150,000

Department of Labor Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1010	Fund Balance with Treasury	150,000
Balance Sheet		1335F (68)	Expenditure Transfers Receivable, Net	(150,000)

Other transactions

There are other intragovernmental transactions occurring between agencies not specifically referred to in this guide. FMS suggests agencies establish accounting procedures for these transactions in conjunction with their partners to provide for easy identification and reconciliation of the activities and balances.

Year-end cut-off procedures

The following is an example of how year-end cut-off activity can be communicated and recorded by trading partners. For purposes of the example, the following transactions occurred in October:

Transaction 1 - 10/15/01 - The providing agency billed (through IPAC) for services provided through September 30 - \$40,000.

Transaction 2 - 10/30/01 - The providing agency estimated amounts billable as of September 30 under a separate service agreement - \$10,000.

Transaction 3 - The receiving agency borrowed funds from the providing agency. A semi-annual interest payment of \$180,000 is due on 12/31/01. The providing

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agency calculated the amount to be accrued as of September 30 [$\$180,000 \times (3\text{months}/6\text{ months}) = \$90,000$].

These transactions should be reported in FACTS I based on the USSGL account with the corresponding trading partner code identified in accordance with FMS Standard General Ledger Documents and FACTS I Reporting Requirements. The following is an example of a format providing agencies can use for informing receiving agencies of cut-off activity:

Year end cut-off activity				
Providing agency preparer/name/phone/e-mail: Agency preparer name, 202-000-0000, name@email.address				
Providing agency trading partner code: xx				
Receiving agency trading partner code: xx				
Fiscal year: 2000				
Date prepared: October 30, 2000				
Date	Agreement Number/Customer PO	Brief Description of Services/Goods Provided	Amount of Transaction	ALC Code Billed
10/15/01	6785332	Billing for services provided through September 30 (<i>Transaction 1</i>)	\$40,000	06665588
10/30/01	48998773	Amount earned as of September 30 - not billed for services provided as of October 30 (bill date is November 30) (<i>Transaction 2</i>)	\$10,000	06658555
10/15/01	N/A	Amount representing interest earnings as of September 30 (<i>Transaction 3</i>)	\$90,000	05655568

The following entries should be recorded as of September 30 for *transaction 1*:

Providing agency			Receiving agency		
1310F (xx)	Accounts Receivable	40,000	6100F (xx)	Operating Expenses/Program Costs	40,000
5200F (xx)	Revenues from Services Provided	40,000	2110F (xx)	Accounts Payable	40,000

The crosswalk for financial statement reporting of these accounts is as follows:

Providing Agency Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1310F (xx)	Accounts Receivable, Net	40,000
Statement of Net Cost		5200F (xx)	Program Costs - Less Earned Revenues	(40,000)

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Receiving Agency Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		2110F (xx)	Accounts Payable	(40,000)
Statement of Net Cost		6100F (xx)	Intragovernmental Program Costs	40,000

The following entries should be recorded as of September 30 for *transaction 2*:

Providing agency			Receiving agency		
1310F (xx)	Accounts Receivable	10,000	6100F (xx)	Operating Expenses/Program Costs	10,000
5200F (xx)	Revenues from Services Provided	10,000	2110F (xx)	Accounts Payable	10,000

The crosswalk for financial statement reporting of these accounts is as follows:

Providing Agency Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1310F (xx)	Accounts Receivable, Net	10,000
Statement of Net Cost		5200F (xx)	Program Costs - Less Earned Revenues	(10,000)

Receiving Agency Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		2110F (xx)	Accounts Payable	(10,000)
Statement of Net Cost		6100F (xx)	Intragovernmental Program Costs	10,000

The following entries should be recorded as of September 30 for *transaction 3*:

Providing agency			Receiving agency		
1340F (xx)	Interest Receivable	90,000	6330F (xx)	Other Interest Expenses	90,000
5310F (xx)	Interest Revenue	90,000	2140F (xx)	Accrued Interest Payable	90,000

The crosswalk for financial statement reporting of these accounts is as follows:

Providing Agency Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		1340F (xx)	Investments	90,000
Statement of Net Cost		5310F (xx)	Program Costs - Less Earned Revenues	(90,000)

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Receiving Agency Statement	Line #	Acct. #	Financial Statement Line Title	Amount (based on the above transaction)
Balance Sheet		2140F (xx)	Debt	(90,000)
Statement of Net Cost		6330F (xx)	Intragovernmental Program Costs	90,000

Reconciliaion procedures

The Department of Defense (trading partner code 97) provides the Department of Agriculture (trading partner code 12) with engineering services under an ongoing contract. The Department of Defense also sells the Department of Agriculture unused furniture and equipment and transfers appropriations to it.

The following is the detailed information relating to the example:

Providing agency: Department of Defense (DoD) trading partner code 97

Receiving agency: Department of Agriculture (USDA) trading partner code 12

Transactions:

<u>DATE</u>	<u>AMOUNT</u>
Services provided for USDA (in dollars):	
09/99	\$10,000
10/99	8,000
11/99	9,000
12/99	6,000
01/00	8,000
02/00	7,000
03/00	7,000
04/00	9,000
05/00	6,000
06/00	5,000
07/00	9,000
08/00	3,000
09/00	6,000
Goods sold to USDA:	
12/99 Trucks (not capitalized)	4,000
01/00 Desks (not capitalized)	8,000
04/00 Supplies	6,000
09/00 Supplies	7,000
Funds transferred to USDA:	
07/00	50,000
09/00	30,000

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Balances in DoD records:

1310F (12) Accounts Receivable at 10/1/99 \$10,500

Fiscal year 2000:

5100F (12)	Revenue from Goods Sold	\$25,000
5200F (12)	Revenue from Services Provided	\$83,000
1310F (12)	Accounts Receivable	\$6,500
3100 (12)	Unexpended Appropriations (Transfers-Out)	\$80,000

Balances in USDA records:

Accounts Payable at 10/1/99: \$10,000

Fiscal year 2000:

6100F (97)	Services Purchased from DoD	\$77,000
6100F (97)	Goods Purchased from DoD	\$25,000
2110F (97)	Accounts Payable	\$0
3100 (97)	Unexpended Appropriations (Transfers-In)	\$80,000

DoD bills USDA for services provided 15 days following each month end. USDA reclassifies transactions for services provided based on OPAC reports received in the month following. USDA uses purchase orders to procure the goods purchased from DoD.

The following is an example of data provided to USDA by DoD. It represents the information necessary for reconciliation (this information was agreed upon by both agencies).

TRANSACTION DETAILS				
Providing agency preparer/name/phone/e-mail: Department of Defense, John Jones 703-300-3000				
Providing agency trading partner code: 97 Receiving agency trading partner code: 12				
Dates covered: Fiscal Year 2000		Date prepared: October 3, 2000		
Date	Agreement number/Customer PO	Brief Description of Services/Goods Provided	Amount of Transaction	ALC Code Billed
10/99	2560	Technical support contract	8,000	60060066
11/99	2560	Technical support contract	9,000	60060066
12/99	2560	Technical support contract	6,000	60060066
1/00	2560	Technical support contract	8,000	60060066
2/00	2560	Technical support contract	7,000	60060066
3/00	2560	Technical support contract	7,000	60060066
4/00	2560	Technical support contract	9,000	60060066
5/00	2560	Technical support contract	6,000	60060066
6/00	2560	Technical support contract	5,000	60060066
7/00	2560	Technical support contract	9,000	60060066
8/00	2560	Technical support contract	3,000	60060066
9/00	2560	Technical support contract	6,000	60060066
Total billed for the contract posted to USSGL 5200F			83,000	

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TRANSACTION DETAILS				
Providing agency preparer/name/phone/e-mail: Department of Defense, John Jones 703-300-3000				
Providing agency trading partner code: 97 Receiving agency trading partner code: 12				
Dates covered: Fiscal Year 2000 Date prepared: October 3, 2000				
Date	Agreement number/Customer PO	Brief Description of Services/Goods Provided	Amount of Transaction	ALC Code Billed
		(12)		
10/1/99		Accounts Receivable	10,500	
FY 2000	From 5200G above	Amounts Billed	83,000	
10/99	2560	Technical support contract payment	(10,000)	
11/99	2560	Technical support contract payment	(8,000)	60060066
12/99	2560	Technical support contract payment	(9,000)	60060066
1/00	2560	Technical support contract payment	(6,000)	60060066
2/00	2560	Technical support contract payment	(8,000)	60060066
3/00	2560	Technical support contract payment	(7,000)	60060066
4/00	2560	Technical support contract payment	(7,000)	60060066
5/00	2560	Technical support contract payment	(9,000)	60060066
6/00	2560	Technical support contract payment	(6,000)	60060066
7/00	2560	Technical support contract payment	(5,000)	60060066
8/00	2560	Technical support contract payment	(9,000)	60060066
9/00	2560	Technical support contract payment	(3,000)	60060066
			(87,000)	
9/30/00		Balance posted to USSGL 1310F (12)	6,500	
12/99	PO62514	Trucks	4,000	60070006
01/00	PO45699	Desks	8,000	60080006
04/00	PO74856	Supplies	6,000	60090006
09/00	PO43987	Supplies	7,000	60090006
		Total posted to USSGL 5100F (12)	25,000	
7/00	458527	Transfer allocation	50,000	
9/00	458528	Transfer allocation	30,000	
		Total posted to account 3100 (12)	80,000	

The following is an example of the initial reconciliation performed by USDA:

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Initial Reconciliation – Intragovernmental Activities and Balances Agency preparing reconciliation: Department of Agriculture (12)						
Providing agency: DoD Contact: Someone Phone/e-mail: 703-000-000 Trading partner code: 97			Receiving agency: USDA Contact: Someone Phone/e-mail: 202-000-0000 Trading partner code: 12			Enter as of date for reconciliation
Appropriation symbol:			Appropriation symbol:			
USSGL A/C	Title	Balance	USSGL A/C	Title	Balance	Difference
<i>CATEGORY: 22-Accounts Receivable, Accounts Payable, and Other Liabilities</i>						
1310F (12)	Accounts Receivable	6,500	2110F (97)	Accounts Payable	0	6,500
<i>CATEGORY: 23-Federal Advances/Federal Advances from Others and Federal Prepayments/Federal Deferred Credits</i>						
2310F (12)	Advances from Others		1410F (97)	Advances to Others		
2320F (12)	Deferred Credits		1450F (97)	Prepayments		
<i>CATEGORY: -24-Intra-governmental buy/sell costs/revenues</i>						
5100F (12)	Revenues from Goods Sold	25,000	6100F (97)	Operating Expenses/ Program Costs	25,000	0
5200F (12)	Revenues from Services Provided	83,000	6100F (97)	Operating Expenses/ Program Costs	77,000	6,000
5900F (12)	Other Revenues		6100F (97)	Operating Expenses/ Program Costs		
5100F (12)	Revenues from Goods Sold		1511N*	Operating Materials and Supplies Held for Use		
5100F (12)	Revenues from Goods Sold		1521N*	Inventory Purchased for Resale		
5100F (12)	Revenues from Goods Sold		1525N*	Inventory - Raw Materials		
5100F (12)	Revenues from Goods Sold		1750N*	Equipment		
5100F (12)	Revenues from Goods Sold		1890N*	Other General Property, Plant and Equipment		
5100F (12)	Revenues from Goods Sold		1990N*	Other Assets		
<i>CATEGORY: - 28-Unexpended Appropriations-Transferred-In/Out</i>						
3103F (12)	Unexpended Appropriations (Transfers Out)	80,000	3102 (97)	Unexpended Appropriations (Transfers In)	80,000	0
Prepared by/date: Reviewed by/date: Someone at USDA October 15 Final phase reconciliation prepared on (attach): October 20						

* For reconciliation of FY 2003 intragovernmental balances, SGL account 8802F (97) would be used instead of the individual asset SGL accounts. The receiving agency (in this example) would need to perform an internal reconciliation between SGL 8802 and the asset SGL accounts.

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USDA used the Agency Data Request Form to identify the causes of the differences.

USDA and DoD worked together to determine the appropriate adjustments to be made to agree the account activity and balances. The following differences were identified in the initial reconciliation.

1. USDA did not record the bill for September 30 until October (\$6,000).
2. DoD did not make an adjustment for an accounting event from the prior year (\$500).

The adjusting entries to correct the differences would be as follows.

Entry 1: USDA records the accrual for September services provided by DoD.

Providing agency Department of Defense	Receiving agency Department of Agriculture
	6100F (97) Operating Expenses/Program Costs 6,000
	2110F (97) Accounts Payable 6,000

Entry 2: DoD corrects its records for the \$500 adjustment to the beginning balance.

Providing agency Department of Defense	Receiving agency Department of Agriculture
1310F (12) Accounts Receivable 500	
5200F (12) Revenues from Services Provided 500	

The following form was completed by USDA and will be certified by both agencies. It is an example of a format for confirmation. The recommended form for confirmation of the non-fiduciary categories account balances is in Appendix A.

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Example Confirmation Form - Intragovernmental Activities and Balances

Agency preparing reconciliation: Department of Agriculture (12)

Providing agency: Department of Defense Contact: Someone Phone/e-mail: 703-000-0000 Trading partner code: 97	Receiving agency: Department of Agriculture Contact: Someone Phone/e-mail: 202-000-0000 Trading partner code: 12	Enter as of date for confirmation
Confirmation: I certify that the amounts indicated below are in agreement with the books of record of this agency and are accurate and complete and will be the same amounts submitted and certified in the FACTS I data provided to FMS. Signature: _____ Name/Title: _____ Date: _____	Confirmation: I certify that the amounts indicated below are in agreement with the books of record of this agency and are accurate and complete and will be the same amounts submitted and certified in the FACTS I data provided to FMS. Signature: _____ Name/Title: _____ Date: _____	

USSGL A/C	Title	Balance	USSGL A/C	Title	Balance	Difference
<i>CATEGORY: 22-Accounts Receivable, Accounts Payable, and Other Liabilities</i>						
1310F (12)	Accounts Receivable	6,000	2110F (97)	Accounts Payable	6,000	
<i>CATEGORY: -24-Intra-governmental buy/sell costs/revenues</i>						
5100F (12)	Revenues from Goods Sold	25,000	6100F (97)	Operating Expenses/Program Costs	25,000	0
5200F (12)	Revenues from Services Provided	82,500	6100F (97)	Operating Expenses/Program Costs	83,000	500
<i>CATEGORY: - 28-Unexpended Appropriations-Transferred-In/Out</i>						
3100 (12)	Unexpended Appropriations (Transfers Out)	80,000	3100 (97)	Unexpended Appropriations (Transfers In)	80,000	0

Prepared by/date: Reviewed by/date: Any differences on this form must be explained and documented, including justification for not adjusting balances into agreement, in this section.
--

Explanations

Category 22	Reconciled
Category 24	Beginning balance adjustment by DoD to reconcile asset and liability accounts - \$500.
Category 28	Reconciled

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Appendix A

Appendix A - Federal Intragovernmental Transactions Categories of Reciprocal U.S. Government Standard General Ledger Proprietary Accounts

Category	Category Name	Pairing of Accounts			
		Receiving Agency		Providing Agency	
		USSGL Acct	USSGL Account Title	USSGL Acct	USSGL Account Title
01	Investments in Federal Securities – BPD and Other Agencies	1610F(20)	Investments in U.S. Treasury Securities Issued by Public Debt	2530F(XX)	Securities Issued by Federal Agencies Under General and Special Financing Authority, Net
		1611F(20)	Discount on U.S. Treasury Securities Issued by Public Debt ¹	2540F(XX)	Participation Certificates
		1612F(20)	Premium on U.S. Treasury Securities Issued by Public Debt		
		1613F(20)	Amortization of Discount and Premium on U.S. Treasury Securities Issued by Public Debt		
		1618F(20)	Market Adjustment – Investments		
		1620F(20)	Investments in Securities Other Than Public Debt Securities		
		1621F(20)	Discount on Securities Other Than Public Debt Securities		
		1622F(20)	Premium on Securities Other Than Public Debt Securities		

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Category	Category Name	Pairing of Accounts			
		Receiving Agency		Providing Agency	
		USSGL Acct	USSGL Account Title	USSGL Acct	USSGL Account Title
01 (Continued)		1623F(20)	Amortization of Premium and Discount on Securities Other Than Public Debt Securities		
		1630F(20)	Investments in U.S. Treasury Zero Coupon Bonds Issued by Public Debt		
		1631F(20)	Discount on U.S. Treasury Zero Coupon Bonds Issued by Public Debt		
		1633F(20)	Amortization of Discount on U.S. Treasury Zero Coupon Bonds		
		1638F(20)	Market Adjustment - Investments in U.S. Treasury Zero Coupon Bonds		
		1639F(20)	Contra Market Adjustment – Investments in U.S. Treasury Zero Coupon Bonds		
		1690F(20)	Other Investments		
02	Federal Interest Receivable/Federal Interest Payable	2140F(XX)	Accrued Interest Payable	1340F(XX)	Interest Receivable
03	Interest Expense/Revenue, gains and losses – Federal Securities	5310FX(20)	Interest Revenue	6320F(XX)	Interest Expense on Securities
		7110FX(20)	Gains on Disposition of Assets		
		7180FX(20)	Unrealized Gains - Investments		

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Category	Category Name	Pairing of Accounts			
		Receiving Agency		Providing Agency	
		USSGL Acct	USSGL Account Title	USSGL Acct	USSGL Account Title
03 (Continued)		7210FX(20)	Losses on Disposition of Assets		
		7280FX(20)	Unrealized Losses – Investments		
04	Interest Expense/Revenues/Gains, and Losses Related to Other Agencies' Securities	5310FX(XX)	Interest Revenue	6320F(XX)	Interest Expenses on Securities
		7110FX(XX)	Gains on Disposition of Assets		
		7210FX(XX)	Losses on Disposition of Assets		
05	Exchange: Interest/Cost Related to the borrowings from the Department of the Treasury and Federal Financing Bank	6310F(20)	Interest Expense on Borrowing from Treasury	5310FX(20)	Interest Revenue
		2155F(XX)	Expenditure Transfers Payable		
06	Provider Gains Related to Borrowings from the Department of the Treasury and the Federal Financing Bank	7290FX(20)	Other Losses	7110FX(XX)	Gains on Disposition of Assets
07	Provider Losses Related to Borrowings from the Department of the Treasury and the Federal Financing Bank	7190FX(20)	Other Gains	7210FX(XX)	Losses on Disposition of Assets
08	Provider Gains Related to an Exchange of Non-monetary Assets	7210FX(XX)	Losses on Disposition of Assets	7110FX(XX)	Gains on Disposition of Assets
09	Provider Losses Related to an Exchange of Non-monetary Assets	7110FX(XX)	Gains on Disposition of Assets	7210FX(XX)	Losses on Disposition of Assets

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Category	Category Name	Pairing of Accounts			
		Receiving Agency		Providing Agency	
		USSGL Acct	USSGL Account Title	USSGL Acct	USSGL Account Title
10	Other-Interest Expense/Revenues	6330F(XX)	Other Interest Expenses	5310FX(XX)	Interest Revenue
11	Non-Exchange: Interest Revenue/Interest Cost	6330F(XX)	Other Interest Expenses	5310FT(XX)	Interest Revenue
12	Non-Exchange: Other Revenue/Operating Expense & Program Cost	6100F(XX)	Operating Expenses/ Program Costs	5320FT(XX)	Penalties, Fines and Administrative Fees Revenue
				5900FT(XX)	Other Revenue
13	Non-Exchange: Interest Expense/Revenues, Gains, Losses Related to Federal Securities - Trust Fund and Special Funds	5310FT(20)	Interest Revenue	6320F(XX)	Interest Expenses on Securities
		7110FT(20)	Gains on Disposition of Assets		
		7180FT(20)	Unrealized Gains-Investments		
		7210FT(20)	Losses on Disposition of Assets		
		7280FT(20)	Unrealized Losses-Investments		
14	Non-Exchange: Interest Expense/Revenues, Gains and Losses Related to Other Agencies' Securities	5310FT(XX) Not 20	Interest Revenue	6320F(XX)	Interest Expenses on Securities
		7110FT(XX) Not 20	Gains on Disposition of Assets		
		7210FT(XX) Not 20	Losses on Disposition of Assets		

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Category	Category Name	Pairing of Accounts			
		Receiving Agency		Providing Agency	
		USSGL Acct	USSGL Account Title	USSGL Acct	USSGL Account Title
15	Non-Exchange: Interest Revenue/Cost Related to Borrowing between Federal Entities	6310F(20)	Interest Expense on Borrowing from Treasury	5310FT(XX)	Interest Revenue
16	Non-Exchange: Gains/Losses Related To Borrowings From The Department Of The Treasury And Federal Financing Bank	7290FT(20)	Other Losses	7110FT(XX)	Gains on Disposition of Assets
		7190FT(20)	Other Gains	7210FT(XX)	Losses on Disposition of Assets
17	Federal Loans Receivable/Federal Loans Payable	2510F(XX)	Principal Payable to Treasury	1350F(XX)	Loans Receivable
		2520F(XX)	Principal Payable to the Federal Financing Bank		
		2590F(XX)	Other Debt (includes debt swap)		
18	Financing Sources Transferred In/Out Without Reimbursement	5720F(XX)	Financing Sources Transferred-In Without Reimbursement	5730F(XX)	Financing Sources Transferred-Out Without Reimbursement
19	Appropriated Earmarked Receipts Transferred In/Out	5740F(XX)	Appropriated Earmarked Receipts Transferred In	5745F(XX)	Appropriated Earmarked Receipts Transferred Out
20	Expenditure Financing Sources - Transfers-In/Out	5750F(XX)	Expenditure Financing Sources – Transfers – In	5760F(XX)	Expenditure Financing Sources – Transfers-Out
21	Nonexpenditure Financing Sources - Transfers-In/Out	5755F(XX)	Nonexpenditure Financing Sources – Transfers-In	5765F(XX)	Nonexpenditure Financing Sources – Transfers-Out
22	Accounts Receivable, Accounts Payable, and Other Liabilities	2110F(XX)	Accounts Payable	1310F(XX)	Accounts Receivable

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Category	Category Name	Pairing of Accounts			
		Receiving Agency		Providing Agency	
		USSGL Acct	USSGL Account Title	USSGL Acct	USSGL Account Title
22 (Continued)		2120F(XX)	Disbursements in Transit	1320F(XX)	Employment Benefit Contributions Receivable
		2190F(XX)	Other Accrued Liabilities	1325F(XX)	Taxes Receivable
		2213F(XX)	Employer Contributions and Payroll Taxes Payable	1360F(XX)	Penalties, Fines and Administrative Fees Receivable
		2215F(XX)	Other Post-Employment Benefits Due and Payable	1990F(XX)	Other Assets
		2225F(XX)	Unfunded FECA Liability		
		2290F(XX)	Other Unfunded Employment Related Liability		
		2980F(XX)	Custodial Liability		
		2990F(XX)	Other Liabilities		
		2995F(XX)	Estimated Cleanup Cost Liability		
23	Federal Advances/Federal Advances from Others and Federal Prepayments/Federal Deferred Credits	1410F(XX)	Advances To Others	2310F(XX)	Advances From Others
		1450F(XX)	Prepayments	2320F(XX)	Deferred Credits
24	Intra-governmental buy/sell costs/revenues	6100F(XX)	Operating Expenses/Program Costs	5100FX(XX)	Revenue from Goods Sold
		6790F(XX)	Other Expenses Not Requiring Budgetary Resources	5200FX(XX)	Revenue from Services Provided

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Category	Category Name	Pairing of Accounts			
		Receiving Agency		Providing Agency	
		USSGL Acct	USSGL Account Title	USSGL Acct	USSGL Account Title
24 (Continued)		6800F(XX)	Future Funded Expenses	5320FX(XX)	Penalties, Fines and Administrative Fees Revenue
		6900F(XX)	Nonproduction Costs	5500FX(XX)	Insurance and Guarantee Premium Revenue
		7190FX(XX)	Other Gains	5900FX(XX)	Other Revenue
		7290FX(XX)	Other Losses	7110FX(XX)	Gains on Disposition of Assets
				7210FX(XX)	Losses on Disposition of Assets
				7300F(XX)	Extraordinary Items
25	Intragovernmental Imputed Costs/Imputed Financing Sources	5780F(XX)	Imputed Financing Sources	6730F(XX)	Imputed Costs
26	Intragovernmental benefit program costs/revenues	6400F(XX)	Benefit Expense	5400FX(XX)	Benefit Program Revenue (exchange)
		6850F(XX)	Employer Contributions to Employee Benefit Programs Not Requiring Current-Year Budget Authority (Unobligated)	5400FT(XX)	Benefit Program Revenue (nonexchange)
27	Federal Transfers Receivable/Federal Transfers Payable	1330F(XX)	Receivable for Transfers of Currently Invested Balances	2150F(XX)	Payable for Transfers of Currently Invested Balances
		1335F(XX)	Expenditure Transfers Receivable	2155F(XX)	Expenditure Transfers Payable
28	Unexpended Appropriations-Transferred-In/Out	3102F(XX)	Unexpended Appropriations – Transfers-In	3103F(XX)	Unexpended Appropriations – Transfers-Out

Appendix B – Intragovernmental Fiduciary Confirmation System

The Intragovernmental Fiduciary Confirmation System (IFCS) is an internet-based system for reconciling fiduciary transactions. It is the official confirmation system for Federal agencies that engage in fiduciary intragovernmental transactions with BPD, FFB, OPM and DOL. This system was approved by the Chief Financial Officers' Council to meet the requirements of OMB Bulletin No. 97-01, Form and Content of Agency Financial Statements, as amended January 7, 2000.

Agencies are encouraged to use the IFCS to reconcile and confirm balances and activity with their trading partners on a quarterly basis. In the soon to be released Intragovernmental Business Rules by OMB, federal agencies will be **required** to use the IFCS as the system of record for confirming fiduciary balances and activity between trading partners. Accordingly, agencies **must** use the IFCS to reconcile and confirm balances and activity with their fiduciary trading partners on a quarterly basis beginning FY 2003 (the requirement for FY 2002 was semi-annual).

For September 30, 2002, and all subsequent fiscal year-ends, agencies must ensure that amounts entered into the IFCS agree with (1) amounts reported to FMS in their FACTS I yearend reporting, and (2) reported in their audited financial statements. Agencies will have an opportunity to revise their confirmations and adjust their FACTS I reporting for reporting differences.

The internet addresses to access the IFCS are as follows:

FY 2002 Yearend (September 30, 2002), the internet addresses are **<http://159.142.162.119/2002-4th/entry.cfm>** (for Fiduciary Agencies, Department Contact Administrators, and Governmentwide read-only users) and **<http://159.142.162.119/2002-4th/main.cfm>** (for agency confirmation and read-only users).

First Quarter, FY 2003 (December 31, 2002), the internet addresses are **<http://159.142.162.119/2003-1st/entry.cfm>** (for Fiduciary Agencies, Department Contact Administrators, and Governmentwide read-only users) and **<http://159.142.162.119/2003-1st/main.cfm>** (for agency confirmation and read-only users).

Agencies that have not signed up to use the IFCS should obtain Department Contact Administrator Forms from Ella Hughes-Bailey, FMS, at **ella.hughes-bailey@fms.treas.gov**.

The above internet addresses will change when FMS takes over the IFCS, beginning 2nd Quarter, FY 2003. Additional information on the new IFCS website address will be made available to agencies on FMS' FACTS I website, future IGET meetings, and by email.

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Appendix C

Appendix C - Standard confirmation form for non-fiduciary categories

Example Confirmation Form Cover Sheet - Intragovernmental Activities and Balances		
* category 25 is skipped because it is activity reported by a single agency		
Explanation/Remarks must be completed for all categories, e.g., "No Activity," "Category Agrees," etc.		
Reporting Period: _____		
Reporting Agency: Department of Commerce (13)		Partner Agency: Department of Agriculture (12)
Contact/Phone: John Doe (301) 555-5555		Contact/Phone: Jane Doe (202) 555-5555
SUMMARY OF RECONCILIATION		
*Reciprocal Category Ref.	Total Category Difference (whole dollars)	Explanation/Remarks
2	1,000,000,000	
4		
8		
9		
10		
11		
12		
14		
17		
18		
19		
20		
21		
22		
23		
27		
28		
Non-fiduciary Activity NOT assigned a reciprocal category		
Prepared by/Date: _____		Approved by/Date: _____
I hereby certify that the data reported above is consistent with data reported in fiscal year 2002 audited financial statements/disclosures and FACTS I submissions to Treasury/FMS, and this confirmation has been reviewed and approved by appropriate Department officials.		

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Appendix C

Non-fiduciary Confirmation Worksheet

Agencies are strongly encouraged to use this form for the confirmation of account balances and activity relating to non-fiduciary categories. Note: Some of these SGL accounts may also pertain to fiduciary activity and balances; however, only nonfiduciary amounts should be included. The IFCS shall be used for fiduciary amounts (See Appendix B)

Reporting Period _____

Category	Category Name	Pairing of Accounts				Difference
		Receiving Agency		Providing Agency		
		USSGL Acct	Balance	USSGL Acct	Balance	
02	Federal Interest Receivable/Federal Interest Payable	2140F(XX)		1340F(XX)		
04	Interest Expense/Revenues/Gains, and Losses Related to Other Agencies' Securities	5310FX(XX)		6320F(XX)		
		7110FX(XX)				
		7210FX(XX)				
08	Provider Gains Related to an Exchange of Non-monetary Assets	7210FX(XX)		7110FX(XX)		
09	Provider Losses Related to an Exchange of Non-monetary Assets	7110FX(XX)		7210FX(XX)		
10	Other-Interest Expense/Revenues	6330F(XX)		5310FX(XX)		
11	Non-Exchange: Interest Revenue/Interest Cost	6330F(XX)		5310FT(XX)		
12	Non-Exchange: Other Revenue/Operating Expense & Program Cost	6100F(XX)		5320FT(XX)		
				5900FT(XX)		
14	Non-Exchange: Interest Expense/Revenues, Gains and Losses Related to Other Agencies' Securities	5310FT(XX) Not 20		6320F(XX)		
		7110FT(XX) Not 20				
		7210FT(XX) Not 20				

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Category	Category Name	Pairing of Accounts				Difference
		Receiving Agency		Providing Agency		
		USSGL Acct	Balance	USSGL Acct	Balance	
17	Federal Loans Receivable/Federal Loans Payable	2510F(XX)		1350F(XX)		
		2520F(XX)				
		2590F(XX)				
18	Financing Sources Transferred In/Out Without Reimbursement	5720F(XX)		5730F(XX)		
19	Appropriated Earmarked Receipts Transferred In/Out	5740F(XX)		5745F(XX)		
20	Expenditure Financing Sources - Transfers-In/Out	5750F(XX)		5760F(XX)		
21	Nonexpenditure Financing Sources - Transfers-In/Out	5755F(XX)		5765F(XX)		
22	Accounts Receivable, Accounts Payable, and Other Liabilities	2110F(XX)		1310F(XX)		
		2120F(XX)		1320F(XX)		
		2190F(XX)		1325F(XX)		
		2213F(XX)		1360F(XX)		
		2215F(XX)		1990F(XX)		
		2225F(XX)				
		2290F(XX)				
		2980F(XX)				
		2990F(XX)				
		2995F(XX)				
23	Federal Advances/Federal Advances from Others and Federal Prepayments/Federal Deferred Credits	1410F(XX)		2310F(XX)		
		1450F(XX)		2320F(XX)		
24	Intra-governmental buy/sell costs/revenues	6100F(XX)		5100FX(XX)		
		6790F(XX)		5200FX(XX)		
		6800F(XX)		5320FX(XX)		
		6900F(XX)		5500FX(XX)		
		7190FX(XX)		5900FX(XX)		
		7290FX(XX)		7110FX(XX)		
				7210FX(XX)		
				7300F(XX)		

Appendix C

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Appendix D - Trading Partner codes

01 Architect of the Capitol	51 Federal Deposit Insurance Corporation
03 Library of Congress	54 Federal Labor Relations Authority
04 Government Printing Office	55 Advisory Commission on Intergovernmental Relations
05 General Accounting Office	56 Central Intelligence Agency
08 Congressional Budget Office	57 Department of the Air Force
09 Other Legislative Branch Agencies	58 Federal Emergency Management Agency
10 The Judiciary	59 National Foundation on the Arts and the Humanities
11 Executive Office of the President	60 Railroad Retirement Board
12 Department of Agriculture	61 Consumer Product Safety Commission
13 Department of Commerce	62 Office of Special Counsel
14 Department of Interior	63 National Labor Relations Board
15 Department of Justice	64 Tennessee Valley Authority
16 Department of Labor	65 Federal Maritime Commission
17 Department of the Navy	68 Environmental Protection Agency
18 U. S. Postal Service	69 Department of Transportation
19 Department of State	71 Overseas Private Investment Corporation
20 Department of the Treasury	72 Agency for International Development
21 Department of the Army	73 Small Business Administration
22 Resolution Trust Corporation	74 American Battle Monuments Commission
23 U.S. Tax Court	75 Department of Health and Human Services
24 Office of Personnel Management	76 Independent Agencies
25 National Credit Union Administration	78 Farm Credit
26 Federal Retirement Thrift Investment Board	80 National Aeronautics and Space Administration
27 Federal Communications Commission	83 Export-Import Bank of the United States
28 Social Security Administration	84 Armed Forces Retirement Home
29 Federal Trade Commission	86 Department of Housing and Urban Development
31 U.S. Nuclear Regulatory Commission	88 National Archives and Records Administration
33 Smithsonian Institution	89 Department of Energy
34 International Trade Commission	90 Selective Service System
36 Department of Veterans Affairs	91 Department of Education
41 Merit Systems Protection Board	93 Federal Mediation and Conciliation Service
45 U.S. Equal Employment Opportunity Commission	94 Arms Control and Disarmament Agency
46 Appalachian Regional Commission	95 Independent Agencies
47 General Services Administration	96 U.S. Army Corps of Engineers
48 Independent Agencies	97 Office of the Secretary of Defense-Defense Agencies
49 National Science Foundation	99 Treasury General Fund
50 Securities and Exchange Commission	

Appendix E - Central Fiduciary Agencies Contacts (Confirmation & Reconciliation)

Borrowings-Bureau of Public Debt

Tom Sears

Email: tsears@bpd.treas.gov

Voice: (304) 480-5118

Fax: (304) 480-5176

Investments- Bureau of Public Debt

Jill Stalnaker

Email: jstalnaker@bpd.treas.gov

Voice: (304) 480-5302

Fax: (304) 480-5112

Department of Labor

Eleanor Farrar (Team Leader)

Email: efarrar@bpd.treas.gov

Voice: (304) 480-5166

Fax: (304) 480-5176

Veronica Freeman

Email: freeman-veronica@dol.gov

Voice: (202) 693-6817

Fax: (202) 693-6964

Borrowings-Federal Financing Bank

Pamela Sinclair

Email:

pamela.sinclair@do.treas.gov

Voice: (202) 622-2953

Fax: (202) 622-2539

Office of Personnel Management

Mike Finucan

Email: mjfinuca@opm.gov

Voice: (202) 606-8083

Fax: (202) 606-7944

Ted Kuchlewski

Email: mailto:trkuchle@opm.gov

Voice: (202) 606-9135

Fax: (202) 606-1338

Appendix F - Intragovernmental Eliminations Taskforce Member Contact List

AGENCY	MEMBER	VOICE	FAX	E-MAIL
AGRIC	Darragh, Robert	202-720-0994	202-720-5741	rdarragh@cfo.usda.gov
	Harris, Luana	913-261-7525	913-261-7676	lnharris@oig.usda.gov
AID	Barrett, Shawn	202-216-3543	202-712-0519	sbarrett@usaid.gov
	Vapniarek, Thomas	202-216-3444	202-712-0988	tvapniarek@usaid.gov
BPD	Dunn, Frank	304-480-5171		fdunn@bpd.treas.gov
	Fallon, Ann	304-480-5151	304-480-5212	ann.fallon@bpd.treas.gov
	Farrar, Eleanor	304-480-5166	304-480-5176	efarrar@bpd.treas.gov
	Hinton, Valerie			valerie.hinton@bpd.treas.gov
	Johnson, Mitzie	304-480-5167	304-480-5176	mitzie_johnson@bpd.treas.gov
	Jones, Sandra K.	304-480-5148	304-480-5176	skjones@bpd.treas.gov
	Sears, Tom	304-480-5118	304-480-5176	tsears@bpd.treas.gov
	Stalnaker, Jill	304-480-5302	304-480-5212	jstalnaker@bpd.treas.gov
	Tucci, Vicky	304-480-5157	304-480-5212	vtucci@bpd.treas.gov
COMMERCE	Akande, Tony	202-482-0239	202-482-1992	takande@doc.gov
	Baxter, Helen	202-482-2933	202-482-1992	hbaxter@osec.doc.gov
	Lee, Katherine	301-258-4505 ext.264	301-258-8173	kleecsc@doc.gov
	McEnrue, Paul			pmcenrue@doc.gov
DEFENSE	Armstrong, Jack	317-510-3846	317-510-3871	jarmstrong@dodig.osd.mil
	Hill, Barbara	703-607-5119	703-607-0588	barbara.hill@dfas.mil
	Parlow, Eileen	703-697-7297		parlowe@osd.pentagon.mil
	Wenzel, Paul	317-510-3856	317-510-3871	pwenzel@dodig.osd.mil
EDUCATION	Allen, Charles	202-260-7673	202-205-2435	charles_allen@ed.gov
	Gordan, Michael	202-260-9406		michael.gordan@ed.gov
	Smith, Tawanda	202-401-5421		Tawanda.Smith@ed.gov
ENERGY	Chayette, Scott	301-903-9705	301-903-5202	scott.chayette@hq.doe.gov
EPA	Bryant, Holly	202-564-4982	202-564-2584	bryant.holly@epa.gov
	Moore, Ofelia M.	202-564-4943	202-564-2584	moore.ofelia@epa.gov
FDIC	Forkkio, Samuel	202-416-2507	202-416-7321	sforkkio@fdic.gov
	Hester, Vanessa	202-416-7274	202-416-7321	vhester@fdic.gov
	Taylor, Jeffrey	202-416-2038	202-416-7321	jetaylor@fdic.gov
FEMA	Faulkner, Sylvia			sylvia.faulkner@fema.gov
FFB	Sinclair, Pamela	202-622-2953	202-622-2539	pamela.sinclair@do.treas.gov
	Woodruff, Denise	202-622-1013	202-622-2539	denise.woodruff@do.treas.gov
FMS	Dyson, Karyn	202-874-8591	202-874-7232	Karyn.Dyson@fms.treas.gov
	Hoge, Jeffrey	202-874-6179	202-874-7232	jeffrey.hoge@fms.treas.gov
	Hughes-Bailey, Ella	202-874-6389	202-874-9907	ella.hughes-bailey@fms.treas.gov

<i>Appendix F - Intragovernmental Eliminations Taskforce Member Contact List</i>				
AGENCY	MEMBER	VOICE	FAX	E-MAIL
	McCreary, Faye	202-874-3874	202-874-9907	faye.mccreary@fms.treas.gov
	Miller, Sheila	202-874-9918	202-874-9907	sheila.miller@fms.treas.gov
	Sussman, Benjamin	202-874-9898	202-874-9907	benjamin.sussman@fms.treas.gov
	Trapps, Hayward	202-874-9921	202-874-9907	hayward.trapps@fms.treas.gov
GAO	Downing, Lynda	202-512-9168	202-512-9193	downingL@gao.gov
GSA	Barnes, Earl	202-501-0094	202-501-2842	earl.barnes@gsa.gov
	Gramp, Ed	202-501-0593		Edward.gramp@gsa.gov
HHS	Kuester, Kevin	202-690-6214	202-690-8150	kevin.kuesters@hhs.gov
	Mundstuk, Sue	202-690-6228	202-690-8150	Sue.Mundstuk@hhs.gov
	Sutton, Damon	202-690-6199	202-690-8150	Damon.sutton@hhs.gov
	Weinberger, Paul	202-260-6572	202-690-8150	Paul.weinberger@hhs.gov
HUD	Hebb, Rita G.	202-708-0614 ext.3795	202-401-2018	rita_g._hebb@hud.gov
	Rodgers, Linda	202-708-0614 ext.3537	202-401-2288	linda_p._rodgers@hud.gov
INTERIOR	Daniels, Philip J.	202-208-5225	202-208-6940	philip_daniels@os.doi.gov
JUSTICE	Alvarez, Chris	202-616-5234	202-616-6414	christopher.c.alvarez@usdoj.gov
	Bethea, David	202-353-2196	202-616-6414	david.bethea@usdoj.gov
	Poyner, Lynn B.	202-616-5232	202-616-6414	lynn.b.poyner@usdoj.gov
LABOR	Freeman, Veronica	202-693-6817	202-693-6964	freeman-veronica@dol.gov
NASA	Dull, Donna	202-358-1035	202-358-3037	Donna.Dull@hq.nasa.gov
	Hafner, Jack	202-358-1036	202-358-3037	jhafner@hq.nasa.gov
	Moede, David	202-358-1032	202-358-3037	david.moede@hq.nasa.gov
NRC	Fredericks, Carl	301-415-6077	310-415-5545	caf@nrc.gov
	Liu, Leslie	301-415-6053	301-415-5545	LXL3@nrc.gov
	Jones, Susan	301-415-6072	301-415-5545	slj2@nrc.gov
NSF	Jones, Loren M.	703-292-4451	703-292-9005	ljones@nsf.gov
	Lynskey, John	703-292-4457	703-292-9005	jlynskey@nsf.gov
	Ziegler, Phil	703-292-4474	703-292-9005	pziegler@nsf.gov
OMB	Conley, Sheila			sheila.conley@omb.eop.gov
	Geier, Kimberly	202-395-6905	202-395-3952	kimberly_geier @omb.eop.gov
	Holcombe, Jean	202-395-5048	202-395-3952	jholcomb@omb.eop.gov
	James, Dana			dmjames@omb.eop.gov
	McBride, Janet	202-219-0534	202-219-0549	janet_a._mcbride@omb.eop.gov
	William, Jerry	202-395-5021	202-395-3952	jwilliam@omb.eop.gov
	Winslow, Lynne	202-395-1161	202-395-7202	lwinslow@oa.eop.gov
OPM	Finucan, Mike	202-606-8083	202-606-7944	mjfinuca@opm.gov
	Kuchlewski, Ted	202-606-9135	202-606-1338	trkuchle@opm.gov
	Yuran, Robert	202-606-1745	202-606-7944	rayuran@opm.gov

<u>Appendix F - Intragovernmental Eliminations Taskforce Member Contact List</u>				
AGENCY	MEMBER	VOICE	FAX	E-MAIL
RRB	Natividad, Edith	312-751-4315		nativieu@rrb.gov
SBA	Montgomery, Robert	202-205-7193	202-481-5231	robert.montgomery@sba.gov
SSA	Bosworth, Stephanie	410-965-7765	410-597-0810	stephanie.a.bosworth@ssa.gov
	Silvestri, Mark	410-965-0017	410-597-0810	mark.silvestri@ssa.gov
STATE	Roberts, Cathy	202-663-3913	202-663-2978	robertscr@state.gov
TRANSPORTATION	Kent, Christine	202-366-5622	202-366-7174	christine.kent@ost.dot.gov
	Lampkin, Teresa	202-366-0269	202-366-7174	teresa.lampkin@ost.dot.gov
	Walker, Herbert	202-366-0300	202-366-7174	herbert.walker@ost.dot.gov
TREASURY	Bankole, Ade	202-927-5329	202-927-5367	bankolea@oig.treas.gov
	Barron, Susan	202-927-5776	202-927-5367	barrons@oig.treas.gov
	Eun, James	N/A	N/A	james.eun@do.treas.gov
	Johnson, Michael	202-622-1797	202-622-1511	michael.johnson@do.treas.gov
	Joseph, Donna	202-927-5512	202-927-5367	josephd@oig.treas.gov
	McAndrew, Joe	202-622-0807	202-622-2318	joseph.mcandrew@do.treas.gov
	Waugh, Dan	202-622-0936	202-622-2318	daniel.waugh@do.treas.gov
TVA	Terzak, Donna	865-632-2871	865-632-4560	djterzak@tva.gov
VA	Bradley, Jim	202-273-8119	202-273-8971	jim.bradley@mail.va.gov
	Landrum, Bob	202-273-8806	202-273-8971	bob.landrum@mail.va.gov
	Omotosho, Rotimi	202-273-5531	202-273-6996	rotimi.omotosho@mail.va.gov

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AGENCY	CODE	OPERATIONAL AREA	CONTACT	VOICE	FAX	E-MAIL ADDRESS
Access Board	9503	FACTS	Sharpe, Felicia	304-480-7014	none	none
Adv.Com.Intragov. Rel.	55	FACTS	Phetteplace, Anita	816-926-5072	none	none
Agriculture	12	Agriculture Marketing Service	Rose, Dave	202-720-8882	202-720-8882	dave.rose@usda.gov
Agriculture	12	Animal & Plant Health Inspection Service	Thompson, Sharon	301-734-8121	301-734-8064	sharon.i.thompson@usda.gov
Agriculture	12	Department Administration	Teng, Rita	202-720-0891	202-205-3580	rteng@cfo.usda.gov
Agriculture	12	Departmental Administration	Campbell, Howard	202-690-2379	202-202-3580	hcampbell@cfo.usda.gov
Agriculture	12	Departmental Offices	Matais, John	202-720-1208	202-720-5679	jmatais@cfo.usda.gov
Agriculture	12	Farm Service Agency-Admin.	Holmes, Arthur	703-305-1240	703-305-1145	arthur_holmes@wdc.fsa.usda.gov
Agriculture	12	Farm Service Agency-Loan Programs	Schmidt, Linda	314-539-3557	314-539-6910	ljschmidt@kcc.fsa.usda.gov
Agriculture	12	Farm Service Agy./Commodity Credit Corporation	Ramsey, Paul	703-305-1276	703-305-1145	paul_ramsey@wdc.usda.gov
Agriculture	12	Food & Nutrition Service	Williams, Barbara	703-305-2855	703-605-0561	barbara.williams@fns.usda.gov
Agriculture	12	Food and Nutrition Service	Abdi, Fozia	703-605-0236	703-605-0361	fozia.abdi@fns.usda.gov
Agriculture	12	Food Safety & Inspection Service	Chin, Raymond	301-504-5670	301-504-5910	raymond.chin@dchqexs1.hqnet.usda.gov
Agriculture	12	Food Safety & Inspection Service	Ramsey, Teresa	301-504-5790	301-504-5910	teresa.ramsey@dchqexs1.hqnet.usda.gov

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Agriculture	12	Foreign Agricultural Service	Wallace, Paul	703-305-1411	703-305-0983	paul_wallace@wdc.usda.gov
Agriculture	12	Forest Service	Kirkwood, Karen	703-605-4747	703-605-5102	kkirkwood@fs.fed.us
Agriculture	12	Grain Inspection, Packers & Stockyards Admin.	Callands, Herb	202-720-1733	202-720-8882	herb.callands@usda.gov
Agriculture	12	National Finance Center	Merrell, Carolyn	504-255-5743	504-255-5111	carolyn.merrell@usda.gov
Agriculture	12	Natural Resources Conservation Service	Camacho, Jorge	817-509-3579	817-509-3582	jcamacho@ftw.nrcs.usda.gov
Agriculture	12	OGC	Buckner, Charlene	202-720-8133	202-720-2550	charlene.buckner@usda.gov
Agriculture	12	OIG	Nance, Susan	202-720-7427	202-720-1981	senance@oig.usda.gov
Agriculture	12	Research, Education, and Economics Mission Area (ARS, CSREES, ERS, NASS)	Ingram, Delores	202-720-5182	202-690-3109	dingram@ars.usda.gov
Agriculture	12	Risk Management Agency	Jochens, Sue	816-926-7622	816-926-1663	sue_jochens@rm.fcic.usda.gov
Agriculture	12	Risk Management Agency	Wert, Michelle	202-720-8710	202-720-8201	michelle_wert@wdc.usda.gov
Agriculture	12	Rural Development	Collins, Deborah	314-539-3520	314-539-2756	dc152@stl.rural.usda.gov
Agriculture	12	Rural Development	Pratt, Larry	314-539-3670	314-539-2755	larry.pratt@stl.rural.usda.gov
Agriculture	12	Working Capital Fund	Cutitto, Chris	504-255-5903	504-255-4611	chris.cutitto@usda.gov
AID	72		VandenAseem, Chris	202-712-5992	202-216-3540	cvandenaseem@usaid.gov
AID	72	BPD Investments, BPD Borrowings, & FFB Borrowings	Kearns, Calvin	202-712-1605	202-216-.540	ckearns@usaid.gov
AID	72	OPM (Retirement, Health Benefits & Life Insurance)	Vapniarek, Thomas M.	202-712-4803	202-216-3444	tvapniarek@usaid.gov

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AGENCY	CODE	OPERATIONAL AREA	CONTACT	VOICE	FAX	E-MAIL ADDRESS
AID	72	Other Intragency Activity	Barrett, Shawn	202-712-0519	202-216-3543	sbarrett@usaid.gov
Air Force	57	Alternate Contact	Shea, Jerry	703-601-3021	703-607-0588	jerry.shea@dfas.mil
Air Force	57	Primary Contact	Hill, Barbara	703-607-5119	703-607-0588	barbara.hill@dfas.mil
Appalachian	46	FACTS	Law, Polly	202-884-7730	none	none
Appalachian	46	FACTS	Musgrove, Mary L.	202-208-7729	none	none
Archives (NARA)	88	FACTS	Phetteplace, Anita	816-926-5072	none	none
Armed Forces Ret.Home	84	FACTS	Woodruff, Joseph B.	202-722-3221	none	none
Army	21	Alternate Contact	Shea, Jerry	703-601-3021	703-607-0588	jerry.shea@dfas.mil
Army	21	Primary Contact	Hill, Barbara	703-607-5119	703-607-0588	barbara.hill@dfas.mil
ATF (Treasury)	2010		Willard, Dennis	202-927-7855	202-927-5992	DFWillard@atfhq.atf.treas.gov
Battle Monuments Com.	74	FACTS	Anderson, Sandra G.	703-696-6882	none	none
BEP (Treasury)	2013		Williams, Gwen	202-874-2313	202-874-3456	Gwen.Williams@bep.treas.gov
BPD	2005	Administration	Wetzel, David	304-480-7159	304-480-7077	David.Wetzel@bpd.treas.gov
BPD	2005	Borrowings	Sears, Tom	304-480-5118	304-480-5176	tsears@bpd.treas.gov
BPD	2005	Franchise	Huffman, Brian	304-480-7059	304-480-7076	BHuffman@bpd.treas.gov
BPD	2005	Investments	Stalnaker, Jill	304-480-5302	304-480-5212	jstalnaker@bpd.treas.gov
CDFI (Treasury)	2005		Pennington, Lisa	304-480-7064	304-480-7076	Lpennington@bpd.treas.gov
Census Monitoring Bd.	4824	FACTS	Grammes, Fredericka	202-512-0843	none	none
Christ.Columbus Found.	76	FACTS	Harris, Cynthia R.	504-255-5700	none	none
Christ.Columbus Found.	76	FACTS	Phetteplace, Anita	816-926-5072	none	none
CIA	56	FACTS	Oliff, Allison L.	703-613-8116	none	none

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AGENCY	CODE	OPERATIONAL AREA	CONTACT	VOICE	FAX	E-MAIL ADDRESS
Civil Rights Comm.	9508	FACTS	Harris, Cynthia R.	504-255-5700	none	none
Commerce	13		Emanuel, Antonio	301-457-1263	301-457-3104	antonio.o.emanuel@census.gov
Commerce	13		Umberger, Julie	301-975-2742	301-963-5972	julia.umberger@nist.gov
Commerce	13	Bureau of Export Administration National Oceanic & Atmospheric Administration	VanDeusen, Michael	301-413-2125 X174	301-427-2040	Michael.E.Vandeusen@fin.noaa.gov
Commerce	13	Bureau of the Census	Harmon-Darby, Felicia	301-457-1285	301-457-3104	felicia.a.harmon-darby@census.gov
Commerce	13	Census Bureau	Emanuel, Antonio	301-457-1263	301-457-3104	antonio.o.emanuel@census.gov
Commerce	13	Department Management - Working Capital, Gifts & Bequests, Franchise Fund	Brezovec, Mike	301-975-4585	301-963-4730	brezovec@nist.gov
Commerce	13	Economic and Statistic Administration & Bureau of Economic Analysis	Carter, Eric	301-975-8038	301-963-4730	eric.carter@nist.gov
Commerce	13	Economic Development Administration-Grant & Revolving Fund	Kramer, Billie	303-969-7780 X2528		kramer@nbc.gov
Commerce	13	Emergency Oil & Gas Guaranteed Pgm. Accts.	Howard, Betty	301-975-4276	301-527-1035	betty.howard@nist.gov
Commerce	13	Emergency Steel Guaranteed Pgm. Accts.	Howard, Betty	301-975-4276	301-527-1035	betty.howard@nist.gov
Commerce	13	International Trade Administration	Yu, Candace	703-305-8243		candace.yu@uspto.gov

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AGENCY	CODE	OPERATIONAL AREA	CONTACT	VOICE	FAX	E-MAIL ADDRESS
Commerce	13	Minority Business Development Agency, Economic Development Administration S&E, and Department Management - Miscellaneous Funds	Bailin, David	301-975-5715	301-975-4730	david.bailin@nist.gov
Commerce	13	National Institute of Standards & Technology	Horner, Howard	301-975-8520	301-527-1035	howard.horner@nist.gov
Commerce	13	National Telecommunications & Information Administration and Technology Administration	Gilliam, Missy	301-975-2289	301-963-5972	missy.gilliam@nist.gov
Commerce	13	Office of Inspector General, Department Management S&E	Howard, Betty	301-975-4276	301-527-1035	betty.howard@nist.gov
Commerce	13	Patent and Trademark Office	Oliff, John	703-605-6612	703-605-6743	joliff@ntis.fedworld.gov
Commerce	13	U.S. Travel & Tourism Office	Howard, Betty	301-975-4276	301-527-1035	betty.howard@nist.gov
Corps of Engineers	96	Alternate Contact	Shea, Jerry	703-601-3021	703-607-0588	jerry.shea@dfas.mil
Corps of Engineers	96	Primary Contact	Hill, Barbara	703-607-5119	703-607-0588	barbara.hill@dfas.mil
CPSC	61	FACTS	Coleman, Ethel J.	301-504-0018	none	none
Customs (Treasury)	2006		Halajian, Darryl	317-298-1200 X3255	317-290-3258	Darryl.D.Halajian@customs.treas.gov
DC Pensions (Treasury)	2005		Pennington, Lisa	304-480-7064	304-480-7076	Lpennington@bpd.treas.gov

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AGENCY	CODE	OPERATIONAL AREA	CONTACT	VOICE	FAX	E-MAIL ADDRESS
Defense	97	Primary Contact	Hill, Barbara	703-607-5119	703-607-0588	barbara.hill@dfas.mil
Defense	97	Secondary Contact	Zientek, Barbara	703-697-8618	703-697-4608	zientek@osd.pentagon.mil
Education	91	All	Hores, Charles	202-260-7348	202-205-2435	charles_hores@ed.gov
EEOC	45	FACTS	Gaither, Jackie	202-663-4244	none	none
EEOC	45	FACTS	Sidberry, Sherrol	202-663-4235	none	none
Energy	89	Alternate Contact	Hoch, Marion	301-903-4216	301-903-5202	marion.hoch@hq.doe.gov
Energy	89	Primary Contact	Chayette, Scott	301-903-9705	301-903-5202	scott.chayette@hq.doe.gov
EPA	68	Cincinnati	Luebbering, Gregory	513-487-2074	513-487-2063	luebbering.gregory@epa.gov
EPA	68	Financial Reports	Bryant, Holly	202-564-4982	202-565-2582	bryant.holly@epa.gov
Ex-Im Bank	83	FACTS	Smith, Gloria J	202-565-3264	none	none
Farm Credit	78	FACTS	Martin, Terri	703-883-4478	none	none
Farm Credit	78	FACTS	Wilson, Michael	703-883-4124	none	none
FCC	27	FACTS	Czapla, Ike	973-884-8039	none	none
FCC	27	FACTS	Idika, Geoffrey O	202-418-0588	none	none
FDIC	51	All	Harris, Denise	202-416-2054		Dharris@fdic.gov
FDIC	51	All	Taylor, Jeffrey	202-416-2038		jetaylor@fdic.gov
Fed.Maritime Com.	65	FACTS	March, Gina R.	202-906-7247	none	none
Fed.Med.Concil.Svc.	93	FACTS	Booth, Carol R	202-606-3660	none	none
FEMA	58	Alternate	Whitehead, Betty	540-542-7394	540-540-5604	
FEMA	58	Primary	Brown, Rosalind	202-646-7079	202-646-4241	
FFB	2002	BPD/FFB borrowings	Woodruff, Denise	202-622-2539		denise.woodruff@do.treas.gov
FFB	2002	FFB/Agency borrowings	Sinclair, Pamela	202-622-2953		pamela.sinclair@do.treas.gov
FinCen (Treasury)	2006		Halajian, Darryl	317-298-1200 X3255	317-290-3258	Darryl.D.Halajian@customs.treas.gov

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AGENCY	CODE	OPERATIONAL AREA	CONTACT	VOICE	FAX	E-MAIL ADDRESS
Fine Arts Commission	9507	FACTS	Musgrove, Mary L.	202-208-7729	none	none
FLETC (Treasury)	2003		Bellapianta, Jessie	912- 267-2235	912-267-2217	JBellapi@fletc.treas.gov
FLRA	54	FACTS	Hicks, Joan	202-482-6640	none	none
FMS (Treasury)	20	Miscellaneous	Fitzmaurice, Jennifer	202-874-8257	202-874-7900	Jennifer.Fitzmaurice@fms.treas.gov
FMS (Treasury)	2020	Miscellaneous (Backup)	Casswell, Teresa	202-874-7487	202-874-8372	Teresa.Casswell@fms.treas.gov
FMS (Treasury)	2098	OASIA	Casswell, Teresa	202-874-7487	202-874-8372	Teresa.Casswell@fms.treas.gov
FMS (Treasury)	2020	Miscellaneous	Fitzmaurice, Jennifer	202-874-8257	304-874-7900	Jennifer.Fitzmaurice@fms.treas.gov
FMS (Treasury)	2018	Salaries & Expense	Wetzel, David	304-480-7159	304-480-7077	David.Wetzel@bpd.treas.gov
FTC	29	FACTS	Kong, Hui Chi	202-326-2323	none	none
Goldwater Scholarship	9504	FACTS	Phetteplace, Anita	816-926-5072	none	none
GSA	47	Fund 47x4542	Gordon, Stu	202-501-0592	202-501-2842	stu.gordon@gsa.gov
HHS	75		Weinberger, Paul	202-260-6572		paul.weinberger@hhs.gov
HHS	75	Fund 75x4430	Brna, Scott	301-443-6432		sbrna@psc.gov
Historic Preserv. Council	9502	FACTS	Musgrove, Mary L.	202-208-7729	none	none
Holocaust Donations	9539	FACTS	Gidusko, Diane	202-619-7407	none	none
HUD	86		Abromavage, Bernard	817-978-5670	817-978-5748	bernard_d._abromavage@hud.gov
HUD	86		Garner, Wallace	202-708-1200 X3867	202-401-2018	wallace_h._garner@hud.gov
HUD	86	FHA	Betts, Susan	202-401-0450 X2785	202-401-3246	susan_a._betts@hud.gov

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AGENCY	CODE	OPERATIONAL AREA	CONTACT	VOICE	FAX	E-MAIL ADDRESS
HUD	86	Fund 86x4097	Treadwell, Angela	202-708-0614 X3638	202-401-2018	angela_m.treadwell@hud.gov
HUD	86	Fund 86x4098	Wang, Pauline	202-708-0614 X3524	202-401-2018	pauline_d.wang@hud.gov
HUD	86	Ginnie Mae	Jones, Wesley	202-708-4100 X3908	202-708-5487	wesley_e._jones@hud.gov
Indian Relocation	4812	FACTS	Thomas, Nancy L	520-779-2721	none	none
Intell.Community Mgmt.	9513	FACTS	Tierno, Michelle	703-482-8758	none	none
Interior	14	Bureau of Indian Affairs	Fredericks, Peter	703-390-6524	703-390-6506	none
Interior	14	Bureau of Indian Affairs	Murphy, Joe	703-390-6537	703-390-6538	none
Interior	14	Bureau of Indian Affairs, Franchise Fund-NBC	Ehrlichman, Julie	303-969-7780 X2465	303-969-7071	julie_a_ehrlichman@nbc.gov
Interior	14	Bureau of Land Management	Davis, Jeannette	303-236-7396	303-236-7124	jeannette_davis@blm.gov
Interior	14	Bureau of Land Management	Rice, Karen	303-236-6326	303-236-7124	karen_rice@blm.gov
Interior	14	Bureau of Reclamation	Beins, Bridget	303-445-3447	303-445-6495	bbeins@do.usbr.gov
Interior	14	Bureau of Reclamation	DeNardo, Doug	303-445-3435	303-445-6496	dedenardo@do.usbr.gov
Interior	14	Fish & Wildlife Service	Foster, Misty	303-984-6807	303-969-5757	none
Interior	14	Fish & Wildlife Service	Romero, Edna	303-984-6818	303-969-5757	Edna_romero@fws.gov
Interior	14	Mineral Management Service	Rose, Melanie	703-787-1226	703-787-1246	melanie.rose@mms.gov
Interior	14	Mineral Management Service	Weaver, Teresa	703-787-1045	703-787-1246	teresa.weaver@mms.gov
Interior	14	National Park Service	Armstrong, Christie	703-487-9044	703-487-9196	christina_armstrong@nps.gov

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AGENCY	CODE	OPERATIONAL AREA	CONTACT	VOICE	FAX	E-MAIL ADDRESS
Interior	14	National Park Service	Riendeau, Pat	703-487-9308	703-487-9196	pat_riendeau@nps.gov
Interior	14	Office of Aircraft Service	Salwasser, Kim	208-387-5758	208-387-5780	kimberly_salwasser@ios.doi.gov
Interior	14	Office of Surface Mining	Davis, Andrea	303-236-0330 X281	303-236-0340	adavis@osmre.gov
Interior	14	Office of Surface Mining	Peabody, Leslie	303-236-0330 X268	303-236-0340	peabody@osmre.gov
Interior	14	Office of the Secretary	Sargent, MaryEllen	303-969-7454	303-969-7351	Maryellen_Sargent@nbc.gov
Interior	14	PFM	Daniels, Phil	202-208-5225	202-208-6940	philip_daniels@os.doi.gov
Interior	14	U.S. Geological Survey	Beller, Michael	703-648-7668	703-648-4112	mbeller@usgs.gov
Interior	14	U.S. Geological Survey	Sykes, Deborah	703-648-7663	703-648-4112	dasykes@usgs.gov
IRS	2009	Salaries & Expense	Vally, Ruby Le	513-684-3833	513-684-2045	Ruby.V.Levally@irs.gov
ITC	34	FACTS	Smith, Mira	202-205-2685	none	none
Mint (Treasury)	2016		Laffey, Jerry	202-354-7896	202-756-6055	Jerry.Laffey@usmint.treas.gov
MSPB	41	FACTS	Harris, Cynthia R.	504-255-5700	none	none
Multiple Funds	9532	FACTS	Pearson, Aldean	202-314-6241	none	none
NASA	80	Primary	Dull, Donna	202-358-1035	202-358-3037	donna.dull@hq.nasa.gov
NASA	80	Secondary	Hafner, Jack	202-358-1036	202-358-3037	jhafner@hq.nasa.gov
Nat'l.Community Svc.	9515	FACTS	Fahie, Wilfred	202-606-5000	none	none
Navy	17	Alternate Contact	Shea, Jerry	703-601-3021	703-607-0588	jerry.shea@dfas.mil
Navy	17	Primary Contact	Hill, Barbara	703-607-5119	703-607-0588	barbara.hill@dfas.mil
NCUA	25	Fund 25x4470	O'Hara, Vicki	703-518-6391	703-518-6499	vohara@ncua.gov
NEA/NEH	59	FACTS	Gonciarz, Matt W.	202-682-5488	none	none
NEA/NEH	59	FACTS	Parker, Joan D.	202-606-8334	none	none

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AGENCY	CODE	OPERATIONAL AREA	CONTACT	VOICE	FAX	E-MAIL ADDRESS
NLRB	63	FACTS	Rhodes, Sondra G.	202-273-3878	202-273-4273	Sondra.Rhodes@nlrb.gov
NRC	31	Primary	Jones, Susan	301-415-6072	301-415-5545	SLJ2@nrc.gov
NRC	31	Secondary	Liu, Leslie	301-415-6053	310-415-5545	LXL3@nrc.gov
NSF	49	All	Ziegler, Phil	703-292-4474	703-292-9005	pziegler@nsf.gov
Nuclear Waste Bd.	4811	FACTS	Phetteplace, Anita	816-926-5072	none	none
OCC (Treasury)	2017		Wolz, Patricia	202-874-4541	202-874-5171	Patricia.Wolz@occ.treas.gov
OMB	11	All	Cheeks, Wanda	202-395-7634	202-395-7202	wcheeks@oa.eop.goc
Operating Exps.- Closed	9509	FACTS	Phetteplace, Anita	816-926-5072	none	none
OPIC	71	FACTS	Swisher, Sheryl	202-336-8739	none	none
OPM	24	Chief Financial Office	Babagana, Kolo	202-606-1676	202-606-2277	kxbabaga@opm.gov
OPM	24	Financial Policy Staff	Finucan, Mike	202-606-8083	202-606-7944	mjfinuca@opm.gov
OPM	24	Retirement & Insurance	Baltimore, Cynthia	202-606-4275	202-606-1338	cbaltimo@opm.gov
OSC	62	FACTS	Kern, Bernadette	304-480-7003	none	none
OTS (Treasury)	2019		Passakos, Christos	202-906-7288	202-906-6303	Christos.Passakos@ots.treas.gov
Presidio Trust	9550	FACTS	Gross, Francene	415-561-5325	none	none
Public Enterprise	9535	FACTS	Olivares, Alex	507-272-4738	none	none
Receipt Accounts	9512	FACTS	Gall, E. Jean	202-418-5179	none	none
RRB	60	FACTS	Natividad, Editha	312-751-4315	none	none
S&E & Receipt Accts.	9531	FACTS	King, June D.W.	202-692-5010	none	none
S&E Exps.	9533	FACTS	Harris, Cynthia R.	504-255-5700	none	none
S&E Exps.	9527	FACTS	Mahoney, Lydia	202-482-7236	none	none

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S&E, Deposit Funds, etc.	9518	FACTS	Dillard, Angela	202-694-1231	none	none
SBA	73		Berges, Rory	303-844-0537	202-481-6155	rory.berges@sba.gov
SBA	73	All	Ramey, Steve	303-844-0168	202-481-5667	none
SBA	73	Fund 73x4154	Byrd, Belinda	303-844-1096	303-202-0416	belinda.byrd@sba.gov
SEC	50	FACTS	Beard, B L	202-942-0389	none	none
Secret Service (Treasury)	2014		Tran, Han	202-406-6383	202-406-5005	htran@usss.treas.gov
Selective Service Agy.	90	FACTS	Bennett, Normagene	703-605-4026	none	none
Smithsonian	33	FACTS	Phetteplace, Anita	816-926-5072	none	none
Smithsonian	33	FACTS	Rinker, Dale C	202-842-6333	none	none
Smithsonian	33	FACTS	Thomas, Pauline	202-275-0319	none	none
SSA	28	All	Bosworth, Stephanie	410-965-7765	410-597-0810	stephanie.a.bosworth@ssa.gov
SSA	28	All	Silvestri, Mark	410-965-0017	410-597-0810	Mark.silvestri@ssa.gov
State	19	All	Roberts, Catherine R.	202-663-3913	202-663-3913	RobertsCR@state.gov
Transportation	69	Coast Guard	Coston, Jennifer	757-523-6828	757-523-6717	jcoston@fincen.uscg.mil
Transportation	69	FAA	Omaggio, Carol	202-267-7732	202-267-5271	carol.omaggio@faa.dot.gov
Transportation	69	FAA	Ritman, Allison	202-267-5657	703-322-2970	Allison.ctr.ritman@faa.dot.gov
Transportation	69	FHWA	O'Brien, Judy	202-366-2882	202-366-3312	judy.o'brien@fhwa.dot.gov
Transportation	69	FHWA	Reid, Andy	202-366-2890	202-366-6312	andy.reid@fhwa.dot.gov
Transportation	69	FRA	Wolfe, William	202-493-6160	202-493-6172	william.wolfe@fra.dot.gov
Transportation	69	FTA	Daniel, Gwen	202-366-1008	202-366-9748	gwen.daniel@fta.dot.gov
Transportation	69	FTA	Grum, Joe	202-366-9748	202-366-7163	joe.grum@fta.dot.gov

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Transportation	69	Fund 69x4420	Wolfe, William	202-493-6160	202-493-6172	william.wolfe@fra.dot.gov
Transportation	69	MARAD	Best, Cynthia	202-366-1957	202-366-8558	cbest@marad.dot.gov
Transportation	69	NHTSA	Lovitz, Larry	202-366-5452	202-366-4396	llovitz@nhtsa.dot.gov
Transportation	69	OST	Hatcher, Jennifer	405-954-6754		jennifer.hatcher@faa.dot.gov
Transportation	69	RSPA	Sands, Eileen	405-954-6433	405-954-8769	eileen.sands@faa.dot.gov
Transportation	69	TASC	Carrie Penington	405-954-1895	405-954-8851	Carrie.Penington@faa.dot.gov
Transportation	69	VOLPE	Finn, Patricia	617-494-2022	617-494-3630	Patricia.M. Finn@volpe.dot.gov
Treasury	20	Departmental Offices	Legge, David	202-622-1167	202-622-2768	David.Legge@do.treas.gov
Treasury	20	OIG	Campbell, Barbara	303- 969-7780 X2409	303-969-7075	Barb_J_Campbell@NBC.GOV
Treasury Forfeiture Fund	2006		Pratt, Sonia	202-622-8351	202-622-9610	Sonia.Pratt @teoaf.treas.gov
TVA	64	Primary	Terzak, Donna	865-632-2871	865-632-4560	djterzak@tva.gov
TVA	64	Secondary	Beckett, Jennifer	865-632-3710	865-632-9267	Jrbeckett@tva.gov
USPS	18	Fund 18x4020	Irving, Pamela	202-268-3266	202-268-3270	pirving@email.usps.gov
Veterans	36	All	Landrum, Bob	202-273-8971	202-273-8971	bob.landrum@mail.va.gov